

VIABILITYNET 3.0 – 2018-2019

“Grow (with) your community” Local community leaders’ program

TRAVEL GRANT

Grant Agreement No.:

VIA Foundation, with the following registered office address: Dělnická 1324/9, 117 00, Prague 7, Czech Republic, Business ID: 67 36 01 14, represented by Jiří Bárta, Executive Director, (the *Foundation*)

and

Name of organization, with the following registered office address: **address**,
represented by xx.
(the *Recipient*)

hereby express their consent to be bound by the following agreement in regard to a travel grant issued in relation to the ViabilityNet 3.0 program:

SUBJECT OF THE GRANT AGREEMENT

1. VIA Foundation agrees to pay a travel grant to the Recipient to cover 70% of the **transport** costs of

Name of participant:

Permanent address:

Date of birth: participant_date_of_birth..

(the *Participant*) arising from his/her participation in the ViabilityNet 3.0 program. This includes exclusively transport costs to and from the venues of four meetings.

The ViabilityNet participant is obliged to bring his/her team member to the fourth meeting. This travel grant also covers 70% of this team member’s travel costs. The ViabilityNet participant is responsible for the accounting of his/her travel costs, which are subject to the same rules.

Accommodation costs for the duration of travel may be included in the costs covered by this travel grant agreement, provided prior written permission is obtained by the Participant from the Foundation staff (by e-mail).

INSTALMENTS

2. VIA Foundation agrees to pay this travel grant in two instalments:
 - a. The first instalment in the amount of **14,000 CZK** is considered an advance for transport costs incurred.
 - b. Based on the submitted travel documents, a final balance will be calculated by subtracting 80% of the total transport costs. Any unused money must be returned to the Foundation. Any deficit of up to **6,000 CZK** will be paid by the Foundation as a second instalment to the Recipient.
3. Copies/scans of all travel bills must be submitted to the Foundation within 14 days from the end of each event stated above.
4. For accounting please follow the [Financial Guidelines](#).

TIMEFRAME FOR PAYMENT OF INSTALMENTS

5. The first instalment will be transferred by the Foundation to the Recipient's bank account no later than 30 days after the signing of this contract by both parties.
6. The second instalment, if any, will be transferred to the Recipient no later than August 31, 2019, provided copies/scans of all bills providing evidence of the payment of transport have been submitted.
7. Any unused money as per section 2.b must be returned to the Foundation by August 31, 2019, after the amount has been verified by the Foundation.

BANK DETAILS

8. The grant will be paid to the following bank account owned by the Recipient:

Bank:

Bank Address:

IBAN:

SWIFT:

This travel grant is concluded in full understanding with respect to the subject matter hereof by both parties and may not be amended except by a written agreement concluded by both parties.

The Recipient hereby confirms that it can and will use the grant to cover the aforementioned costs of the participant and his/her team member.

On behalf of Via Foundation:

/ Jiří Bárta /
Director

On behalf of the Recipient:

/xx