



## **Erasmus for Young Entrepreneurs**

### **Agreement for financial support to the New Entrepreneur between the New Entrepreneur and the Intermediary Organisation**

**Agreement for financial support number: RLT198640**

The New Entrepreneur's Intermediary Organisation

Name:	<b>Slovak Business Agency</b>
Registered office:	Karadžičova 7773/2, 811 09 Bratislava – Staré Mesto, Slovak republic
Company Reg. No:	30 845 301
Tax ID:	2020869279
Name of the authorized representative:	Mgr. Martin Holák, PhD., General Director
Name of the bank:	Všeobecná úverová banka, a.s.; skrátенý názov: VÚB, a.s.
IBAN:	SK81 0200 0000 0016 9324 1062
BIC:	SUBASKBX

(hereafter referred as the “**NIO**”) of the one part,

and

the New Entrepreneur

Name:	<b>Miroslava Kašubová</b>
Address:	
Date of birth:	
Tel.:	
E-mail:	

(hereafter referred as the “**NE**”) of the other part,

considering that the NE has been successfully selected by both the NIO and the Host Entrepreneur's Intermediary Organisation (HIO), after agreement of the host entrepreneur Mr Bruce Sone, to take part in the European Commission's programme “Erasmus for Young Entrepreneurs”,

**HAVE AGREED**

the following special conditions and annexes below

- **Annex 1:** “General Conditions applicable to the financial support to the New Entrepreneur selected for a stay abroad with a Host Entrepreneur”
- **Annex 2:** “Erasmus for Young Entrepreneurs Commitment” concerning the relationship number **RLT198640**

which form an integral part of this agreement for financial support.

The terms of the special conditions shall take precedence over those in the annexes.

## **SPECIAL CONDITIONS**

### **Article 1 - Aim and purpose of the financial support**

- 1.1. Erasmus for Young Entrepreneurs aims to facilitate the exchange of experiences, learning and networking for new entrepreneurs in the EU through periods spent at companies of experienced entrepreneurs in other EU Member States.
- 1.2. The purpose of this agreement is to offer financial support to the NE. The support has the function of covering the travel, accommodation and subsistence costs which the NE incurs while staying with the Host Entrepreneur (HE) within the framework of this mobility programme. The NE accepts to take part in the European Commission’s programme Erasmus for Young Entrepreneurs and to comply with all the conditions related to the implementation of this project.

### **Article 2 – Duration and place**

- 2.1. This agreement is valid from the date of the signature by the parties. As this agreement is subject to Slovak law and thus mandatorily disclosed contract pursuant to Section 5a of Act. No. 211/2000 on Free Access to Information (Freedom of Information Act), it shall enter into force the next day upon its disclosure in the Central registry of contracts maintained by the Government Office of the Slovak Republic, which is available on <http://www.crz.gov.sk/>.
- 2.2. The duration of the stay abroad with the HE is from 16. 09. 2019 to 13. 12. 2019. The stay has a total duration of 2.98 (two point ninetyeight) months.
- 2.3. The stay abroad will take place in city Paris, country France.
- 2.4. The stay abroad must be completed within the eligibility period of the NIO’s grant agreement that the latter has concluded with the Commission in the framework of the programme Erasmus for Young Entrepreneurs.
- 2.5. The minimum duration of the stay abroad of the NE shall be one month and the maximum duration shall be six months.

- 2.6. The NE and the HE may agree that the stay abroad should be completed in one or more periods of one week. NE is paid only for the stay abroad.
- 2.7. The NE is obliged to inform without any delay his/her NIO in case of events or developments that might have any impact on his/her stay or his/her relationship with the HE.

### **Article 3 - Financial support**

- 3.1. The NIO undertakes to pay to the NE a monthly lump sum of € 900 per month.
- 3.2. This monthly amount is deemed to cover all necessary expenses, such as travel, accommodation and subsistence.
- 3.3. The NIO is entitled to ask the NE for evidence to ensure that the exchange takes place (in particular, but not exclusively, flights including boarding passes, travel tickets, receipts from the restaurants, accommodation agreement etc.).
- 3.4. In case of early termination of the exchange, the financial support will be modified according to the provision of Article 1 of Annex 1.

### **Article 4 – Payment arrangements**

- 4.1. Prior to the start of the stay, the NIO shall do an advance payment to the NE being equivalent to one month of the financial assistance foreseen. Further advance payments should be made at least on a monthly basis allowing NEs to cover their expenses during the stay.
- 4.2. The request for final payment shall be accompanied by the NE's final activity report (feedback questionnaire) that needs to be submitted by the NE within 15 working days after the end of the stay. The balance of maximum one-month equivalent should be paid within 45 days of submission of the corresponding feedback questionnaire.

### **Article 5 – Contact person**

Any communication in connection with this agreement shall be done by the NE in writing to the contact person mentioned below. The NE is obliged to communicate his/her contact details to the contact person as soon as he/she has arrived in the city/country mentioned in Article 2.3.

Name and surname of the contact person in the NIO: Mr. Martin Menkyna

Function: Project manager, Coordinator

Address: Karadžičova 7773/2, 811 09 Bratislava – Staré Mesto, Slovak republic

Tel.: +421220363273  
Email: menkyna@sbagency.sk

#### **Article 6 – Bank account**

Payment of the financial support will be made to the following bank account according to the conditions mentioned in Annex 2 of this agreement:

Name of the bank account holder (NE's bank account): Ms Miroslava Kašubová  
Name of the bank:  
Registered office:  
IBAN:  
BIC:

#### **Article 7 – Applicable law and competent jurisdiction**

- 7.1. The grant is governed by the terms of this agreement, the Community rules applicable and on a subsidiary basis, by the law of the NIO's country relating to grants.
- 7.2. The courts having jurisdiction for matters relating to the grant agreement shall be those of the country of NIO.

#### **Article 8 - Amendment**

- 8.1. Any amendment to this agreement must be the subject of a written supplementary agreement. No oral agreement may bind the parties to this effect.

Done in two copies, one for each party

Done in Bratislava,

Slovak republic, .....

Done in Bratislava,

Slovak republic, .....

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Signature of **NIO's**  
authorised representative  
**Slovak Business Agency**  
Mgr. Martin Holák, PhD.  
General Director

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Signature of **NE**  
Miroslava Kašubová

## **Annex 1**

### **General conditions applicable to the financial support to the New Entrepreneur selected for a stay abroad with a Host Entrepreneur**

In the framework of the programme “Erasmus for Young Entrepreneurs” the NIO shall provide financial support to the New Entrepreneur (NE) selected for his/her stay abroad with the Host Entrepreneur (HE). This financial support is subject to the following conditions.

#### **1. Early termination of the stay abroad**

- 1.1. If the entrepreneurs agree to finish the relation within a shorter period than initially agreed on and ask for **early completion** of the stay, both NE and HE must explain the reasons for early termination of the exchange and conclude that the stay abroad nevertheless reached the goals the parties committed to. In this case, the NE is entitled to receive financial assistance for the time he/she actually stayed abroad.
- 1.2. Provided the NE and the HE did not fulfil the commitments agreed to by the HE, NE and the IOs, involved in the Erasmus for Young Entrepreneurs Commitment, the relation will be considered **failed**<sup>1</sup>. Based on the NIO evaluation of the reasons given by the NE for early termination, either of the following actions are to be implemented:
  - 1.2.1 The NE will have to reimburse any amounts received if the relationship failed because the NE did not respect his/her obligations under the Erasmus for Young Entrepreneurs Commitment. The NE will have to reimburse all the advanced payments within 15 working days of receiving a request to do so.
  - 1.2.2. No reimbursement will be claimed from the NE and final payment will be made if the relationship failed because the HE did not respect his/her obligations under the Erasmus for Young Entrepreneurs Commitment.
  - 1.2.3. When responsibility for the unsuccessful relationship cannot be attributed to either the NE or HE, then the decision to reimburse the new entrepreneur will be taken by the European Commission.

#### **2. Liability**

- 2.1 The NIO cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained to the property of the NE or the HE

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<sup>1</sup> A relationship is not considered as failed when: the NE stays for the full time of the contract/ the NE and HE mutually agree that the relationship can be shorter than initially agreed and are both satisfied with the exchange/ the relationship breaks due to force majeure.

while the stay abroad is being carried out or as a consequence of the stay abroad.

- 2.2 The NE shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them as a result of an infringement by the NE, or as a result of violation of a third party's rights by the NE while the stay abroad is being carried out, or as a consequence of the stay abroad. The NE shall discharge the NIO of all liability arising from any claim or action brought as a result of an infringement by the NE, or as a result of violation of a third party's rights.

### **3. Conflict of interests**

- 3.1 The NE undertakes to take all the necessary measures to prevent any risk of conflict of interests which could affect the impartial and objective execution of the agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.
- 3.2 Any situation constituting or likely to lead to a conflict of interests during the execution of the agreement must be brought to the attention of the NIO, in writing, without delay. The NE shall undertake to take whatever steps are necessary to rectify this situation at once.
- 3.3 The NIO reserves the right to check that the measures taken are appropriate and may demand that the NE take additional measures, if necessary, within a certain time.

### **4. Confidentiality**

The NIO and the HE undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the agreement that is duly categorised as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

### **5. Checks and audits**

- 5.1 The NE agrees that the NIO may carry out an audit of the use made of this financial support, either directly by its own staff or by any other outside body authorised to do so on its behalf. Such audits may be carried out throughout the period of implementation of the agreement until the balance is paid and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to reimbursement from the NE to the NIO.

- 5.2 The NE undertakes to allow the NIO staff the appropriate right of access to sites and premises where the programme is or has been carried out and to all the information, including information in electronic format, needed in order to conduct such audits.
- 5.3 The European Court of Auditors and the European Commission shall have the same rights as the NIO, notably right of access, as regards checks and audits.

**Annex 2**

**‘Erasmus for Young Entrepreneurs Commitment’  
concerning the relationship number RLT198640**

**I. DETAILS ABOUT THE NEW ENTREPRENEUR**

**Name of the participant:** Ms Miroslava Kašubová

**Contact details:**

Company address:

Email:

Tel:

**Intermediary organisation (home country) and contact person (name, e-mail, tel.):**

Slovak Business Agency [Slovakia]

**Contact details:**

Address: Karadžičova 7773/2, 811 09 Bratislava – Staré Mesto, Slovak republic

Coordinator: Mr. Martin Menkyna

Contact person: Mr. Martin Menkyna

Email: menkyna@sagency.sk

Tel.: +421 220 363 273

**II. DETAILS ABOUT THE HOST ENTREPRENEUR**

**Host entrepreneur:** Mr Bruce Sone

**Sector of activity:** Education and training services

**Name of the enterprise:** GB SCHOOL

**Total employees:** 5

**Contact details:**

Address:

Email:

Tel.:

**Intermediary organisation (home country) and contact person (name, e-mail, tel.):**

Chambre de commerce et d'industrie de région Paris Ile-de-France [France]

**Contact details:**

Address: 8 Avenue de la Porte de Champerret, Paris, France

Coordinator: Mr Gilles Dabezies

Contact person: Ms Pascale Caux

Email: pcaux@cci-paris-idf.fr

Tel.: +33 155653675



### **III. SUMMARY OF THE PROPOSED STAY ABROAD**

**Months of stay abroad:** 2.98

**Planned start date of the stay:** 16 September 2019

**Planned end date of the stay:** 13 December 2019

#### **Objectives of the stay:**

The main goal of the exchange is mutual cooperation between NE and HE and progress in the area of marketing and public relations of the HE dance school, particularly in marketing management (scheduling, content marketing or event planning), marketing video production and social media marketing (including development of a social media marketing strategy). NE: Get familiar with content marketing focused on a dance school. Have an opportunity to realize creative ideas such as videos from dance lessons, short documentaries about dancers or choreography videos. Gain experience, know-how and entrepreneurial skills from HE in the field of marketing, management, running a business, building business networks and understanding French market requirements better. Have an opportunity to become a more experienced entrepreneur since NE will be an active part of HE business processes and working processes. HE: Objective for HE is to share knowledge with NE about marketing and running business in this specific area of HE's focus, introduce company and describe current situation to NE in respected areas, involve NE in business and working processes, share with NE experience and best practices, enable NE job shadowing and access to tools. Both NE and HE will communicate in English on a daily basis which will improve their business English language skills.

#### **Description of the work/learning project:**

NE with experience in marketing and marketing video production area will be involved in tasks connected with marketing management (scheduling, content marketing or event planning), production of marketing videos and social media marketing of the dance school. NE will also have access to tools and have a chance to work with certain methodologies. NE will also organize workshop sessions for HE on agreed topics such as aspects of video production market and its trends in Slovakia HE is a hip hop dance school which offers a unique training method in France and a professional dancer training specialized in hip hop. The director is also the creator and organizer of the famous Juste Debut Event, arguably the most famous hip hop dance battle in the world today. HE will

gradually introduce to NE HE' company, working processes and current situation in PR and marketing of the dance school, particularly in marketing management and social media marketing. In close cooperation with NE develop a social media marketing strategy, work on PR and realize activities in marketing management and marketing video production. Discuss, plan and later evaluate with NE all activities during mentoring sessions. HE will also make workshop sessions for NE on agreed topics specified in activity plan below. NE will be engaged in the project daily during the week days, approximately 6 hours a day. Working time will be flexible, also depending on the time of dance lessons and post-production of videos.

#### **Proposed plan of activities:**

M1: NE: - participate in an induction training of HE covering the goals of exchange, internal work procedures, getting familiar with HE's company structure, employees,

working processes - attend dance lessons and marketing meetings - start building content for the practical curriculum and meaningful events with HE's community - participate in mentoring sessions of HE about creative marketing ideas and event planning HE: - organize an induction training for NE covering all necessary - describe current situation in PR and marketing of the dance school - cooperate with NE in developing a social media marketing strategy and planning/realizing of activities in marketing management and marketing video production - organize topical workshop sessions for NE about artistic world of the hip hop dance, creative marketing ideas and event planning M2 NE: - further familiarization with tools used for marketing management in dance school - making videos from each dance lesson and short documentaries about chosen dancers - cooperate with HE on chosen activities in social media marketing and PR - organize a workshop session for HE about aspects of video production market and its trends in Slovakia HE: - cooperate with NE on chosen activities in social media marketing and PR - cooperate with NE on planning a marketing strategy for a dance competition - HE chooses the dancers for NE's documentaries - HE joins NE in planning a PR campaign of a dance competition - organize a mentoring session for NE about how to make an effective marketing strategy M3: NE: - finishing postproduction of videos from dance lessons and documentaries - shoot a video(s) based on choreography from dance lessons in specific areas - sum up cooperation HE: - organize a meeting in order to present some videos to dancers, teachers, students - arrange interviews for the upcoming competition - end of initial preparations and promotion of PR campaign for the March dance competition - sum up cooperation

#### **Expected outcome:**

NE: - gained practical experience of making content marketing and videos for a dance school in a foreign country - gained experience, know-how and entrepreneurial skills from HE in the field of marketing, management and PR of a dance competition - learning how to run a business, building business networks and understanding French market requirements better - becoming a more experienced entrepreneur since NE would be an active part of HE business processes and working processes HE: - improved outputs and processes in the area of marketing and public relations of HE's business especially focused on videos a content marketing - gained new marketing materials such as videos from dance lessons, documentaries or choreography videos, which will help HE in social media marketing and marketing for dance competition - got a help in marketing and PR campaign of March dance competition - developed a social media marketing strategy - gained experience from international cooperation in the field of business and marketing - gained knowledge about video production market

#### **IV. COMMITMENT BY THE FOUR PARTIES**

By signing this document, the new entrepreneur, host entrepreneur and intermediary organisations confirm that they will abide by the principles of the Erasmus for Young Entrepreneurs Commitment attached below.

##### **THE NEW ENTREPRENEUR UNDERTAKES TO:**

Abide	by the rules and regulations of the host entrepreneur, his or her usual working hours, code of conduct and rules of confidentiality.
Communicate	with the intermediary organisations about any problem or changes regarding the placement.
Comply	with all arrangements negotiated for his or her stay in order to achieve the stated objectives, particularly execute the planned activities and the work/learning project and to do his or her best to make the stay a success.
Submit	a report in the specified format, together with the requested supporting documentation to substantiate costs, at the end of the stay.

##### **THE INTERMEDIARY ORGANISATIONS UNDERTAKE TO:**

Select	suitable, recently established, new entrepreneurs (NE) and host entrepreneurs (HE) and ensure that they are both able to achieve the objectives of the stay.
Facilitate	the matching between a qualified and suitable NE and HE and ensure that both parties agree on a work/learning project whose contents are transparent and acceptable and whose objectives are achievable.
Prepare	the NE and HE for the practical, professional and cultural aspects of the stay.
Help	to manage transport, accommodation, visa/work permit arrangements, social security cover and insurance, to the extent necessary and desired.

Provide	contact details of all parties involved and ensure that final arrangements are in place before the NE leaves his or her home country.
Establish	appropriate communication channels for all parties.
Evaluate	progress on the project on an ongoing basis and take appropriate action if required.
Disburse	funding to the NE as appropriate, on the basis of agreed activities, milestones and reporting.
Evaluate	with each NE the personal and professional development achieved.

**THE HOST ENTREPRENEUR UNDERTAKES TO:**

Comply	with all arrangements negotiated, particularly the NE's work/learning project, and to do his or her best to achieve the objectives and make the stay a success.
Assign	to the NE tasks and responsibilities that match his or her knowledge, skills, competences and objectives and ensure that appropriate equipment and support are available and that the NE's work/learning objectives are achieved.
Foster	the NE's understanding of entrepreneurship and how to start-up a business.
Provide	practical support if required.
Submit	a report in the specified format at the end of the stay.

**THE NEW ENTREPRENEUR:**

Ms Miroslava Kašubová

**I agree with the above mentioned stay abroad and the principles that concern me.**

Signature of the NE

Ms Miroslava Kašubová (Signed)

Date:

18/06/2019

**THE NE's INTERMEDIARY ORGANISATION:**

Slovak Business Agency [Slovakia]

**I agree with the above mentioned stay abroad and the principles that concern my IO.**

Coordinator's signature

Mr. Martin Menkyna (Signed)

Date:

17/06/2019

**THE HOST ENTREPRENEUR:**

Mr Bruce Sone

**I agree with the above mentioned stay abroad and the principles that concern me.**

Signature of the HE

Mr Bruce Sone (Signed)

Date:

18/06/2019

**THE HE's INTERMEDIARY ORGANISATION:**

Chambre de commerce et d'industrie de région Paris Ile-de-France [France]

**I agree with the above mentioned stay abroad and the principles that concern my IO.**

Coordinator's signature

Mr Gilles Dabezies (Signed)

Date:

17/06/2019