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## Information regarding ESC volunteering projects coordinated by InCo

Dear sending partner,

Given that there is the possibility we will have to collaborate with each other, we believe that it is very important to clarify some important aspects before finishing the selection of the volunteers, in order to guarantee that all conditions and responsibilities are clear between partners as well as the economic procedures. This will allow all parts involved to evaluate its own possibilities to get engaged in this kind of project, being aware of the investment it might mean.

Please read carefully the information below and do not hesitate to contact us in case of any doubts. It is important that you are aware of the issues and agree with them.

Thank you for your attention!

The team of InCo.

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### 1. Responsibilities of the Supporting organization

InCo expects the sending partners involved in the projects, which we coordinate, to engage themselves in giving full support to the volunteers in all parts of the project. This should begin with matching the expectations of the volunteers with the learning opportunities of the project (even before the selection process) until the return to their home country (when the volunteer could count on the necessary support in order to affront the impact of being back). As well as having the opportunity to get engaged with other activities in the youth sector and the possibility to be in contact with other ex-volunteers.

We expect that the sending partner will be available to collaborate with us in case of an emergency and during a potential crisis.

The duties InCo expects from the sending organization are the following:

1. the sending organization will **forward all information concerning the project** given by the host/coordinating organization to the volunteer, helping him/her to get prepared before leaving his/her home country;
2. the sending organization will **organize the participation of the volunteer in the official pre-**

**departure training and the final evaluation meeting**, sending to the coordinating organization a small report about it;

3. If necessary, the sending organization will **support the volunteers with visa issues**, covering the eventual costs that will be reimbursed later;

4. the sending organization cares for **the personal support of the volunteer** before his/her departure. During the voluntary period the sending host and coordinating organization share the pedagogical support of the volunteer. The sending organization **appoints one member of staff as tutor**. This person will keep in contact with the volunteer and the coordinating organization during the length of the voluntary service. S/he can always be contacted by the volunteer;

5. the sending organization will **register the volunteer at the health insurance** company (CIGNA) and instruct the volunteer how to use it if this service is needed;

6. the sending organization will **support the volunteer in follow-up activities** in case the volunteer would like to perform one;

7. At the end of the service, the sending organization will **support the volunteer to re-integrate** to his/her home-country;

8. in case of a crisis or emergency, **the sending organization should collaborate** with the coordinating organization and volunteer in order to solve or mediate the situation;

9. the sending organization **will collaborate with the coordinating organization to have all the original tickets and invoices required for the final report**. Additionally, the sending organization will support InCo to guarantee that the volunteer will do his/her final report and send InCo all further documents required.

## II. Payments and Reimbursements for sending organizations

The coordinating organisation (InCo) has the responsibility to divide the grant. Due to the financial rules of ESC programme, there is no fixed costs to no partner involved but project costs to be divided between partners.

**InCo will be responsible for making the calculations and give all indication to partners in a clear and sound way.**

It will be necessary to send InCo a signed receipt with the amount to be paid (first instalment) and bank details. InCo will give all support needed in order to verify values. In the end of the project, the Sending organization should send to InCo all original receipts, boarding passes, invoices, etc. Only in this way, will it be possible to verify the costs and make the calculations to close project. Once the second part of the grant is received by InCo (several months after the end of volunteer's activities), InCo will be able to proceed with the second payment.

The **pocket money** (and further allowances) will be paid directly to the volunteer by the Host Organization or by InCo.

## 1. VISA AND TRAVEL COSTS

We have noticed that some sending organizations face difficulties in anticipating the costs and that is why we propose to following **options**:

1. the sending organization asks the coordinating organization to reimburse the volunteer directly

**Travel costs** follows the limits established by the ESC program, using the distance calculator. Any value which overcomes this amount, will have to be covered by the volunteer (or sending organization, depending on the agreements made between you). We suggest to develop small fund-raising activities not only to involve volunteer in the process of co-funding but also to give visibility of the project and ESC locally. If the sending organization and the volunteer do not send to InCo the document requested for the final report and that the National Agency does not reimburse the entire cost, sending costs will be decreased of the difference.

**Visa and vaccination costs** (in case it is applicable) are considered effective costs. **Only costs fully justified and with the presentations of receipts will be considered.**

## 2. SENDING COSTS

Instead of simply defining a percentage to each partner (which would be easier and more advantage for us), InCo counts with the collaboration and professionalism of partners and therefore, wants to give the proper value to the work of sending organization. In this way, we propose a different system which has worked very well during the past years: "**sending costs**" depend on length of ESC activities, accordingly to the following table:

6 months	7 months:	8 months	9 months	10-11 months	12 months
€ 300,00	€ 320,00	€ 340,00	€ 360,00	€ 380,00	€ 400,00

In case of interruption in the first 6 months InCo can reimburse up to 50 euros per month. This calculation is done exactly not to leave sending organization in a hard situation in case of interruption of the project.

**Sending organization** will receive the funds of the project in 2 installments:

**1<sup>st</sup> installment:** in the middle of the volunteer' activities period: 40% of the sending costs

**2<sup>nd</sup> installment:** after final payment of NA/EACEA: missing sending

**Volunteers will receive:**

**1<sup>st</sup> installment:** at the volunteer's arrival: 100% of the travel cost to come to Italy and 100% of the costs for residence permit. In case of a round flight ticket InCo will pay half of the ticket

**2<sup>nd</sup> installment:** after final payment of NA/EACEA: missing travel and visa costs

**Be aware:** if the coordinating organization has to reimburse a volunteer coming from a country not using Euro as a currency, the volunteer will have to open an Italian bank account.

**Be aware!** Sending organizations bear the responsibility for the adequate preparation of the volunteer to the Volunteer Activity in Italy. In case the sending organization executes weak preparation (for example weak information regarding the insurance) or if preparation was not provided at all, proper preparation will then be done by the coordinating organization upon arrival of volunteer to the country. In such case **the coordinating organization obtains the right to keep part of the sending activities costs** allocated to the sending organization in order to pursue the actual preparation needs of the volunteer.

**Be aware!** **In case of interruption of project, if the pocket money and food allowance have been transferred in advance to volunteer and the volunteer leaves the project without refunding the amount not entitled to receive because of the termination of the project, the sending costs will be decreased proportionally. It means that also the sending organization bears the responsibility in case InCo claims a credit towards the volunteer.**