



# Transnational and UK LAG Cooperation Agreement

LEADER Project name:

## Project Summary

### Brief Description of Co-operation Project

### Project Applicants

### Partners

	Partner Organisation Name (LAGs and other Partner Organisations)	Project Role (Lead Partner/National Lead/Partner)
1		
2		
3		
4		

### Project Timescale

Start date	
Finish date	

### Geographical Area Covered



The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas



**Scottish Rural  
Development  
Programme**



**The Scottish  
Government**  
Riaghaltas na h-Alba

## Contacts

### Lead Partner (LAG or Partner Organisation)

Name of Lead Partner Organisation	
Name of Chairperson	
Chairperson Address	
Chairperson Telephone No.	
Chairperson Email	
Name of Contact Person for this form (Co-ordinator)	
Position of Contact Person	
Contact Person Telephone No.	
Contact Person Email	
Languages spoken/understood	
Organisation responsible for Local Programme (LAG)	

### Partner (*National Lead where appropriate*)

Name of Partner Organisation	
Name of Chairperson	
Chairperson Address	
Chairperson Telephone No.	
Chairperson Email	
Name of Contact Person for this form (Co-ordinator)	
Position of Contact Person	
Contact Person Telephone No.	
Contact Person Email	
Languages spoken/understood	
Organisation responsible for Local Programme (LAG)	

### Partner

Name of Partner Organisation	
Name of Chairperson	
Chairperson Address	
Chairperson Telephone No.	
Chairperson Email	
Name of Contact Person for this form (Co-ordinator)	
Position of Contact Person	
Contact Person Telephone No.	
Contact Person Email	
Languages spoken/understood	
Organisation responsible for Local Programme (LAG)	



## The Project

### 1. Description of Project Objectives

- 1.1. Overall Aim
- 1.2. Specific objectives of the transnational co-operation
- 1.3. Main project activities outlined by year

### 2. Project Activities Breakdown

- 2.1. Activities
- 2.2. Role of each partner in relation to activities

### 3. Approach, methods and procedures for implementing the project

- 3.1. Management structure (including establishment of any new legal structures to implement project)
- 3.2. Role of Management group including Lead Partner and National Leads.
- 3.3. Language
- 3.4. Currency
- 3.5. Duration of implementation
- 3.6. Project Plan with timeline (*timeline is for guidance and changes are possible*)

	Responsible	(Year)									
		01	02	03	04	05	06	07	08	09	10
<b>Project's definition</b>											
<b>Project's implementation</b>											
<b>Communication plan</b>											



**4. Beneficiaries**

- 4.1. Target Public
- 4.2. Grant Beneficiaries
- 4.3. Targets per Partner/Nation

**5. Expected results, outputs, and outcomes/impact**

**6. Roles and Responsibilities**

- 6.1. Role of Lead Partner (*Name of Lead Partner*)
  - 6.1.1. Responsibilities of Lead Partner
- 6.2. Role of National Leads (*Name of Partner*)
  - 6.2.1. Responsibilities of National Leads
- 6.3. Role of Partner (*Name of Partner*)
  - 6.3.1. Responsibilities of Partner (*Name of Partner*)
- 6.4. Role of Partner (*Name of Partner*)
  - 6.4.1. Responsibilities of Partner (*Name of Partner*)

**7. Budget**

7.1. Detail of costs and Partner split broken down per project years

Item	Cost per partner	Total Cost (£)	Lead LAG:	LAG:	LAG:

7.2. Breakdown of budget by financial source

Partners (LAG name)	TOTAL (£)	LEADER (£)	Other Public (£)	Private (£)



### 7.3. Detail of local actions costs per LAG

LAG Name	Month	Year	Year	Year	Local Currency	Euro

### 7.4. Distribution of expenses during travel

## 8. Project Monitoring and Reporting

### 8.2. Expenditure Claims and Monitoring

8.2.1. Processes for approving and claiming expenditure

8.2.2. Processes for monitoring expenditure

8.2.3. Processes for monitoring project activities

8.2.4. Responsibilities in relation to claiming and monitoring

### 8.3. Impact Reporting and Evaluation

## 9. Communications and Publicity

9.2. Working Language of the Project

9.3. Communications strategy and plan

9.4. Schedule of publicity and promotional activity

9.5. Publicity requirements

## 10. Continuance

Where permanent collaborations are formed during the project, how will this continue after the project is closed.

## 11. Innovation

## Agreement

### Article I Language

Official language for this cooperation project is **(language)**. All official documents will need to be written in **(language)**. Working language can be different in different situations, because the focus on the project is strongly on local traditions.

### Article II Composition of the agreement

The agreement is composed of the present declaration and of the project details herewith.

### Article III Applicable law and competent court

The agreement is governed by **(Nation)** law. **(Nation)** courts are competent.

### Article IV In case of dispute between partners

In the event of a disagreement between the co-signatory parties of the present agreement, the aforementioned shall attempt to find an amicable solution. If agreement cannot be reached, the parties shall attempt to adopt the solutions proposed by the Paying Agency of the country of the Project Leader **(xxxxx)** before whom the problem shall be brought.

In the event where disagreement persists, the records covering the execution of the present agreement shall come within the jurisdiction of the ordinary courts of *(insert Lead Partner area)*.

### Article V Time-schedule

This agreement is valid for the length of the project **dd/mm/yyyy – dd/mm/yyyy**. The cooperation project will start according to the national rules of each partner, after **(Agreed Project Start Date)** and end at the latest on **(Agreed Project End Date)**. A detailed time-schedule is included in the agreement.

### Article V Clause permitting the inclusion of new partners

Leader or other local action groups may be included by an amendment to this agreement should they express the wish.

### Article VI Clause permitting other amendments

Other amendments are permitted only on mutual agreement.

### Article VII Responsibility of Lead Partner

The coordinating lead partner in the project has the final responsibility for implementing the project and is the channel of communication with the national and/or regional authorities for giving the information required on the progress of applications for finance and actual achievements.

### Article VIII Responsibility of National Lead

Where a project includes more than one partner from a given nation, the national partners can appoint a Country Lead to represent the groups involved in project delivery. They will be responsible for reporting at national level for all partners from that country.



## Declaration

Agreement is written in *(insert LAG area and date)* and it is signed in *(insert number of copies to be signed in relation to number of LAGs who need originals for files)* original copies.

The undersigned, representing the partners, hereby declare ourselves committed to undertake implementation of the cooperation project defined in this Agreement according to the terms above and also certify the veracity of the information contained therein.

### Lead Partner

Partner Organisation	
Chairperson Signature	
Chairperson Name	
Date	
Co-ordinator Signature	
Co-ordinator Name	
Date	

### Partner *(National Lead where appropriate)*

Partner Organisation	
Chairperson Signature	
Chairperson Name	
Date	
Co-ordinator Signature	
Co-ordinator Name	
Date	

### Partner

Partner Organisation	
Chairperson Signature	
Chairperson Name	
Date	
Co-ordinator Signature	
Co-ordinator Name	
Date	



## Notes for completing the Transnational and UK LAG Cooperation Agreement

Please be aware that these notes should be read in conjunction with the full LEADER Guidance. Please also note that **all numbered sections must be completed.**

**Project Name:** Please provide a project name agreed to by all partners as the title of the project to be used whenever the project is referenced.

**Project Summary:** Please provide a brief descriptive summary of the project outlining the objective of the initiative and a summary of activity to be undertaken.

**Project Applicant:** This is the name of the person or organisation which will be the principal delivery agent for the project and will be the same as the name written on the project application form.

**Partners:** Please list the partners involved in delivery of the project. This includes the applicant and all LAGs and other organisations responsible for delivery and investment in the project.

**Timescale:** These are anticipated start and finish dates and should be the same dates as used in the application form.

**Geographical area covered:** This is the geographical area covered by the project i.e. the countries or areas that the activity will be taking place in as listed in the application form(s).

**Contacts:** Please provide contact details for all the project partners listed on the first page. Where the partner is not a LAG please list the name of the organisation responsible for the Local Programme (i.e. the LAG for the area).

**Description of Project Objectives:** Please detail the overall aim of the project, the objectives of the transnational project and the main activities across all territories which will be happening in each year of the project.

**Project activities breakdown:** Please give a detailed project activity breakdown showing which partner will be responsible for delivery which activities.





### Approach, methods and procedures:

Please give details of how the project will be managed, any management groups which will be set up to deliver the project. Please detail the roles of the management group and partners for delivery of the project including the role and responsibilities of the lead partners and national leads. Please decide the common language to be used by all partners in the project and the currency which will be used to report against the project. Please give an indication of the duration of the project and then detail this in a project plan and timeline which will chart activities over the life of the project including project development, implementation and any communication activity required to deliver and manage the project.

### Beneficiaries:

Who and how many individuals and organisations will benefit from the project including the general public, grant beneficiaries and partner organisations. Please also divide the target beneficiaries between the partners and/or nations involved in project delivery so that each partner has an individual set of targets which add together to achieve the overall project targets.

### Expected results, outputs outcomes/impact:

Please list the outputs, outcomes and indicator statistics likely to be delivered by the project and explain what impact the project will have and how this will be measured across the whole project and the contribution each partner will make to delivering and measuring outputs, outcomes and indicators. This will be the monitoring and evaluation framework for the project.

### Roles and Responsibilities:

Please list the roles and responsibilities for each of the partners in delivery, reporting and monitoring of the project.

### Budget:

Please provide a budget breakdown for all costs and then detail the costs per partner/LAG.

### Financial Source:

Please detail the financial contributions towards the project made by each partner and the various sources of funding secured by each partner for the project.

### Local Actions Costs:

Please give a projection of the costs incurred by each LAG for the project in domestic currency and converted into Euros (a standard conversion rate will need to be set for the project and used in all claims).



#### Monitoring and Reporting:

Linking with the roles and responsibilities please detail who and how the project expenditure and activity will be claimed and monitored and how impact will be reported and evaluated.

#### Communications and Publicity:

Please provide a strategy and plan for communication, agree the language to be used and provide a schedule of publicity and promotional activity.

#### Continuance:

Please explain how the collaborations formed during the project will continue after the project is completed and what legacy the project will leave.

#### Innovation:

Please detail how the project is innovative.