

# OFFICIAL ANNOUNCEMENT

**1. PURPOSE:** The purpose of this official announcement is to regulate the terms and conditions of agreements between **UDALBIDE Elkarlan Elkartea** and different entities in order to pursue the aim established within its Framework Programme.

**2. BENEFICIARIES:** Any natural person or legal entity that has been set up in accordance with the relevant legislation in force and is registered in the corresponding register.

**3. REQUIREMENTS:** The amount of financial contribution provided by **UDALBIDE Elkarlan Elkartea** may under no circumstances be such that, either individually or simultaneously with grants or aid awarded by other public or private entities and with any other income or resources set aside for the same purpose, it should exceed the total cost of the purpose for which it has been granted.

In all activities subject to agreement, the collaboration of UDALBIDE must be mentioned in the form agreed upon by the parties.

**4. PROCEDURE:** Any agreements and corresponding financial aid shall be arranged according to the following criteria:

- The fact of coinciding with the objectives set out within the UDALBIDE Elkarlan Elkartea Framework Programme
- Impact of the activity to be carried out within the relevant territorial area
- Singularity of the project
- Experience and trajectory of the applicant entity
- Level of self funding

**5. SUBMISSION OF APPLICATIONS:** The deadline for submission of applications **will be 28th February**. Depending on your needs and interests, **UDALBIDE Elkarlan Elkartea** may propose the signing of agreements outside the period established in this official announcement. Submission of applications does not bind UDALBIDE Elkarlan Elkartea to the signing any of agreement.

The agreement shall be signed if the objectives of the parties coincide, in accordance with the criteria set forth in point 4 and without the exclusion of any of the applications being justified in any way.

**6. PAYMENT OF FINANCIAL CONTRIBUTIONS BY UDALBIDE Elkarlan Elkartea.** The payment of financial contributions shall be made once **UDALBIDE Elkarlan Elkartea** has obtained the complete documentation justifying compliance with the agreement, provided that this is received **before 31st January**. Once the documentation has been examined, if payment of financial contributions is deemed to have to be reduced or cancelled, **UDALBIDE Elkarlan Elkartea** shall notify the relevant entity of its decision accordingly.

**7. JUSTIFICATION FOR FINANCIAL CONTRIBUTIONS BY UDALBIDE Elkarlan Elkartea.** Those entities that sign partnership agreements with **UDALBIDE Elkarlan Elkartea** must submit the following documentation **before 31 st January**.

- Certification demonstrating that you are up to date with your Tax and Social Security obligations.
- Report explaining the execution of the project object of the agreement.
- Economic balance sheet of the activity object of the agreement.
- Copies of the invoices of the budget presented in the application. UDALBIDE may request the original copies of the invoices at any time.
- Certification that the contributions from **UDALBIDE Elkarlan Elkartea** have been spent in accordance with the previously signed agreement.
- If relevant, two copies of the material created.