



# Contents of a Cooperation Agreement

Connect for Global Change



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## Contents of a Cooperation Agreement

If you work together as a group of applicants on the implementation of a project it is needed and expected that you formalise your relations through a cooperation agreement. This document has to be drafted by lead and co-grantees.

The items below are suggested items that should be included in a cooperation agreement

### 1. Signatories (all grantees)

### 2. Duration of the Action

### 3. Concerning (title of the Action)

### 4. Framework (governing documents):

4.1 The present agreement and its appendixes

4.2 The Action document approved by Connect for Global Change and its budget

4.3 The Connect for Global Change Guide on Administrative and Financial Requirements

### 5. Responsibilities and competencies

- Lead organisation
- Co-Applicant(s)/Grantee(s)

Administration of the Action budget, including:

- Procedures for pay out of funds
- Rules concerning budget changes
- Procedures concerning reporting and accounting
- Auditing requirements
- Transfer of equipment (use list from budget)
- All original vouchers, etc. must be stored for 5 years after the termination of the project

### 6. Breach of the agreement

### 7. Modifications of the agreement

### 8. Termination of the agreement

### 9. Anti-corruption clause

### 10. Entry into force

- Agreement signed by the Grantee(s) with a copy to each.



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