

Grant Agreement

THIS AGREEMENT ("Agreement") is made between **Europa Nostra**, acting on behalf of the European Heritage Hub Consortium, having its seat at Lange Voorhout 15, 2514 EA The Hague in The Netherlands and represented by Sneška Quaedvlieg-Mihailović, Secretary General of Europa Nostra, and {**Name, Address and Legal Representative of Grantee**} ("**Grantee**").

Europa Nostra and the Grantee are referred to individually as "**Party**" and collectively as "**Parties**".

WHEREAS

1. Europa Nostra is a pan-European federation of heritage NGOs, supported by a wide network of public bodies, private companies and individuals, covering over 40 countries. Since May 2023, Europa Nostra has led the Consortium of partners selected by the European Commission to run the European Heritage Hub (first as Pilot Project and since 2025 as Preparatory Action). In the frame of the European Heritage Hub Preparatory Action, the Small Grants Scheme aims at encouraging and empowering heritage stakeholders from 11 neighbouring countries of the European Union (Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Kosovo¹, Moldova, Montenegro, North Macedonia, Serbia, Ukraine) to become active protagonists of the wider European heritage movement, enhancing their capacity to contribute effectively to Europe's green, digital and social transformation, to the important goal of strengthening democracy and the rule of law, and more specifically to enhancing the ever closer relationship between these countries and the European Union. The Small Grants Scheme is co-funded by the European Commission and supported by the ALIPH Foundation;
2. The Grantee {.....}

NOW, THEREFORE, the Parties agree as follows:

1. Activities

The Project financed by this Grant is entitled "{**Title of the Project**}" as described in the Project proposal annexed to the present agreement (**ANNEX 1**), hereafter referred to as the "Project".

A. Implementation of the Project

The Grantee shall implement the Project, including logistics, contracting and accounting for the Project.

B. Terms and Conditions

The Grantee shall comply with the Terms and Conditions appended to this Agreement (the "Terms and Conditions").

2. Obligations of the Grantee

¹ All references to Kosovo, whether the territory, institutions or population, in this document shall be understood in full compliance with United Nations' Security Council Resolution 1244 and without prejudice to the status of Kosovo.



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A. Reporting

A final technical report including: a detailed summary of the concrete activities and results of the Project with evidence of completion and impact and a final financial report including all receipts/invoices related to the expenses covered by the grant.

The final report is due after completion of the project and not later than 31 August 2027.

B. Communication Material

The Grantee shall provide Europa Nostra not later than the submission of the final technical and financial reports with the following material:

- A short project description, concrete activities, project results and impact (about 150 words);
- royalty-free images of the Project in high definition with appropriate captions and credits;
- copies of communication material related to the Project (press kit, catalogs, posters, etc.);
- a summary of the media coverage of the Project, including, if available, audience statistics.

3. Obligations of Europa Nostra

Europa Nostra awards the Grantee a total amount of {XXX EUR} (the “Grant”) to support the Project as set forth in ANNEX 1.

4. Exclusion of Europa Nostra’s Liability

Europa Nostra shall bear no liability in relation to the implementation of the Project by the Grantee, any consequences arising from such implementation, or more generally, from the use of the Grant by the Grantee.

5. Grant: Amount and Payment Schedule

The total amount of the Grant is EUR {XXXX}.

The Grant shall be paid to the Grantee in installments. The first installment of 80% will be paid not later than 14 calendar days upon signature of this agreement. The balance of 20% shall be paid within 30 calendar days after Europa Nostra has received the Grantee's final report and provided that Europa Nostra is satisfied with the final report submitted.

Europa Nostra shall deposit the Grant in EUR into the Grantee's bank account:

{Bank Details Grantee}

6. Representatives

A. Europa Nostra

A legal representative, with the necessary authority to bind Europa Nostra to this Agreement and to any amendments thereto: Sneška Quaedvlieg-Mihailović, Secretary General of Europa Nostra.



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A focal point, who will be responsible for the oversight of the activities described herein and act as the point of contact for the day-to-day activities regarding the implementation of this Agreement: Manon Richard, Project Manager, mr@europanostra.org.

B. Grantee

A legal representative, with the necessary authority to bind {the Grantee} to this Agreement and to any amendments thereto: {Name and Function of legal representative Grantee}

A focal point, who will be responsible for the oversight of the activities described herein and act as the point of contact for the day-to-day activities regarding the implementation of this Agreement: {Name, Function and Email of Contact Person Grantee}.

7. Notices

Any notice or communication to either Party must be in writing. The Grantee must send notices by email to: mr@europanostra.org

Europa Nostra must send notices by email to the focal point of the Grantee: {email address grantee}

8. Entire Agreement

The present Agreement, the Terms and Conditions, the Project and Visibility and Publicity Guidelines constitute the entire Agreement and understanding by and between the Parties, and shall supersede all prior communications, negotiations, arrangements, and agreements, either oral or written, with respect to the subject matter herein.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed in two originals in the English language.

Place, Date, 2026

Signed for and on behalf of
EUROPA NOSTRA

Place, Date, 2026

Signed for and on behalf of
{Grantee}

Sneška Quaadvlieg-Mihailović,
Secretary General

{First Name, Last name}
{Title}



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Terms and Conditions

These Terms and Conditions govern the use of the Grant for the delivery of the Project and are part of the Grant Agreement entered into by and between Europa Nostra and the Grantee.

1. Definitions

Unless otherwise defined in these Terms and Conditions, terms shall have the same meaning as defined in the Grant Agreement between Europa Nostra and the Grantee.

2. Grant

The Grant represents the maximum amount of funds that may be provided by Europa Nostra to the Grantee and is inclusive of any value-added or other tax due as a result of the Grant. Any bank fees related to the transfer of the funds, as well as any exchange rate fluctuations negatively affecting the value of the Grant, are at the sole charge of the Grantee and may not lead to an increase in the Grant. The currency of the Grant is Euro.

3. Purpose of the Grant

The Grantee shall use the Grant solely and exclusively for the purposes of achieving the Project and its objectives as described in the Project Proposal.

4. Duration of the Agreement

The Agreement shall remain in effect until all obligations described therein have been completed, unless Europa Nostra terminates the Agreement prior to the completion of the Project pursuant to the Terms and Conditions. The expiry date is the date of the satisfactory completion of the Project as described in the Project Proposal. The expiry date should follow as closely as possible the end date of the Project as described in the Project Proposal.

5. Timeline of Activities

The Grant must be spent between the start date and the end date as indicated in the Project Proposal. The Grantee must make maximum effort to respect the start and end date of the Project and inform Europa Nostra as early as possible of any and all delays. Europa Nostra will not accept liability for any financial or other commitment made prior to the signature of the Agreement.

6. Modifications to the Project

If the Grantee encounters circumstances that lead to significant modifications of any aspect of the Project (including but not limited to budget, outcomes, implementation), Europa Nostra must be informed in writing as soon as possible. Before implementing any change to the Project, the Grantee shall obtain prior written approval from Europa Nostra.

7. Use of funds

The Grantee agrees to work and implement the Project in compliance with:

- Ethical behaviour



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The Grantee must deliver the Project with due care and diligence, in a professional and ethical manner, always acting in good faith.

- Best practices

The Grantee shall deliver all aspects of the Project as set out in the Project Proposal, in compliance with current best practices.

- Non-discrimination

In the performance of this Agreement, the Parties shall not discriminate on any basis prohibited by applicable law, including on the basis of ethnicity, national origin, gender, sexuality, age, disability, or religion.

- Bribery and corruption

The Grantee must not promise or give anything of value to any government official or any other person for the purpose of obtaining business or receiving favourable treatment.

- Unspent funds

If the full amount is not spent for the Project completion, the Grantee must return unspent funds within three months after the end of the Project, unless Europa Nostra instructs otherwise.

- Sub-contracting

No part of the project can be subcontracted to a third party.

- Budgetary adjustments

Budgetary adjustments of up to 10% between any budget lines can be implemented without prior approval by Europa Nostra. As soon as the Grantee anticipates a budgetary variance exceeding 10%, the Grantee shall request prior written approval from Europa Nostra.

- Duplication of funds

If the Grantee considers accepting additional funding for the Project, Europa Nostra must be informed of this intention. If the funding is obtained, the Grantee agrees to provide Europa Nostra with details about the amount and the activities that it will finance. The Grantee shall not receive duplicate funding.

- Monitoring

The Grantee shall keep full and accurate accounts and records of income and expenditure related to the Project, including receipts and invoices, and provide them to Europa Nostra together with the final financial report. They must be kept for at least 5 years after the completion of the Project.

8. Relationship between Europa Nostra and the Grantee

8.1. Information and regular communications

The Grantee shall remain in regular contact with Europa Nostra and agrees to provide any information related to the Project requested by Europa Nostra in a timely manner. When Europa Nostra requires more information or considers that the information provided is not



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satisfactory, the Grantee shall rectify the situation.

8.2. Reputation

The Grantee, its partners or affiliates shall not do or say anything that could damage the interests or reputation of Europa Nostra, the European Union, ALIPH Foundation or any other partners, affiliates or associates of the European Heritage Hub pilot project.

8.3. Oversight and recommendation

Europa Nostra will monitor the progress of the Project to ensure its delivery and may conduct an evaluation of the use of the Grant, including visits by Europa Nostra staff or persons assigned by Europa Nostra during the implementation of the Project. If Europa Nostra makes recommendations for the improvement of the Project outcomes, they should be taken into account by the Grantee.

9. Liability

9.1. General liability

Under the signed Grant Agreement, Europa Nostra's responsibility is strictly limited to the payment of the Grant. Europa Nostra will not be held responsible for any consequences, whether direct or indirect, that may come from the implementation of the Project. The Grantee is responsible for risk assessment, mitigation and management.

The Grantee agrees to indemnify and hold Europa Nostra harmless from and against all claims, costs, expenses, losses and liabilities howsoever arising:

- (a) in connection with the Project
- (b) from the performance of the Grantee's obligations under this Agreement
- (c) from its negligence or breach of any terms of this Agreement

10. Insurance

For the length of the Project and as long as any obligations remain in connection with the present Agreement, the Grantee shall take all necessary measures to ensure that all parties involved in the implementation of the Project, including partners and contractors, take out and maintain the necessary insurance coverage against all risks, for the smooth running of the Project, including but not limited to civil liability, professional civil liability, repatriation insurance, health insurance, and risk of cancellation as well as for any property, works, materials, services and goods involved in the Project.

11. Security

For the length of the Project and as long as any obligation remains in connection with the present Agreement, the Grantee shall ensure that all parties involved in the implementation of the Project take all necessary measures to properly assess security risks, mitigate those risks and take safety measures in relation with the Project.

Europa Nostra shall bear no obligation and incur no liability in relation to any security risk related to the Project.

12. Confidentiality and public disclosure



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In the event that Europa Nostra communicates confidential information to the Grantee, this confidentiality should be respected, and the Grantee shall not disclose it to any other party.

Both Parties may disclose to the public the existence of this Agreement and information with respect to the type of activities and projects addressed herein, in accordance with their respective policies on the disclosure of information. Nothing in this Agreement will be deemed confidential unless otherwise specified.

13. Compliance

The Project shall be implemented in accordance with current best practices and in compliance with all applicable laws, regulations and legislation in force, including international standards and applicable laws of the country of implementation.

The Grantee must comply with the duties and obligations imposed by all applicable legislation, laws and regulations related to data protection. The Grantee must also provide all information necessary to enable Europa Nostra to comply with applicable data protection legislation.

14. Project Outcomes

14.1. Open access

All materials resulting from the Grant should be made publicly available on the internet permanently, unless otherwise agreed.

14.2. Permissions and use of material

The Grantee gives Europa Nostra, acting on behalf of the European Heritage Hub Consortium, the European Commission and ALIPH Foundation permission to use photographs, logos, published and printed information, and any other materials provided.

The Grantee shall ensure that it holds necessary permissions for Europa Nostra, acting on behalf of the European Heritage Hub Consortium, the European Commission and ALIPH Foundation to use the materials. The Grantee must provide copies of these permissions upon request.

14.3. License

Europa Nostra, acting on behalf of the European Heritage Hub Consortium, the European Commission and ALIPH Foundation is granted an irrevocable, royalty-free, non-exclusive, non-transferable, worldwide license to use, reproduce, make derivative works from, display, and distribute the project outcomes as defined in this Agreement for non-commercial purposes, including but not limited to archival, exhibition, promotional, educational or publicity purposes relating to the Project. This provision shall survive termination of the Agreement.

15. Visibility and Publicity

15.1. Use of logos

The Grantee shall use the logos of Europa Nostra, the European Union, ALIPH Foundation and the European Heritage Hub following the logo usage guidelines, annexed in this document.



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15.2. Acknowledgment of support

If the Grantee produces press releases, promotional materials, publicity, advertising and printed and/or online publications resulting from the Project, the Grantee shall use the credit line “thanks to the support of the European Heritage Hub Preparatory Action co-funded by the European Union and supported by the ALIPH Foundation” and the relevant logos.

15.3. Use of the name of the Grantee

Europa Nostra will use the other Party’s name in the promotion of the activities implemented, including for the content of its website, annual report and other communication material.

16. Termination, Suspension

16.1. Notice

The Agreement may be terminated by either Party upon thirty (30) days written notice to the other Party, for any reason.

16.2. Mutual agreement

The Agreement may also be terminated at any time by the mutual written agreement of the Parties.

16.3. Causes of termination by Europa Nostra

Europa Nostra may unilaterally terminate the Agreement with immediate effect if:

- (a) the Grantee has used the Grant for activities which do not contribute directly or indirectly to the completion of the Project, without Europa Nostra's prior written approval
- (b) the Grantee does not deliver the Project in due time
- (c) the Grantee commits any breach of any terms of the Agreement
- (d) the Project outcomes are not in accordance with the Project Proposal
- (e) Europa Nostra is not satisfied with the content of the final report sent by the Grantee
- (f) there is a serious failure to deliver the Project that the Grantee does not rectify within a reasonable period of time following notification by Europa Nostra
- (g) the Grantee becomes insolvent or bankrupt; or the occurrence of any other event preventing the Grantee from completing the Project

16.4. Consequences of termination

If the termination is due to non-respect of the terms of this Agreement by the Grantee, Europa Nostra will be entitled to the immediate and full reimbursement of the Grant. Regardless of the grounds of termination, any Grant funds not spent upon termination of this Agreement shall be promptly returned to Europa Nostra.

In the event of termination prior to the completion of the Project, Europa Nostra is released from any payment obligation as of the effective termination date.

16.5. Suspension

Europa Nostra may suspend the Project if the Grantee:

- (a) fails to submit a report on time
- (b) submits a report which does not include the required information



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- (c) deviates from the approved objectives of the Project
- (d) delays the implementation without prior written approval

Suspension will last until the Grantee implements remedial actions and agrees to accept potential additional conditions for the use of the Grant.

Europa Nostra accepts no liability for any consequences, whether direct or indirect, of a suspension.

17. Force Majeure

The Parties acknowledge that this Agreement or any work performed hereunder may be suspended or terminated due to an event of force majeure including, but not limited to, fire, earthquake, epidemic, explosion, casualty, strike, act of war, riot, civil disturbance, terrorism, act of God, state, local or national law, decrees or ordinance, or any executive or judicial order, or any other reason beyond the Parties' control. Each Party will notify the other Party as soon as it is aware of any event of force majeure which would delay or prevent the performance. In the event of a force majeure, the Parties will consult with each other to determine a revised timeline for performance or whether to terminate the Agreement.

18. Applicable Law

This Agreement is governed by Dutch law.

19. Dispute Resolution

Any dispute arising under this Agreement that cannot be resolved by the Project representatives will be resolved by good faith consultation or negotiation through the legal representatives or their designees, or by any other way mutually agreed upon by the Parties.

Any dispute, controversy or claim arising out of or in relation to this Agreement and which cannot be resolved via amicable negotiations shall be resolved by arbitration in accordance with Dutch law.



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ANNEX 1

Project Application incl. Project Budget

ANNEX 2

[Brand Guidelines and logos](#) (to be found and downloaded at the link provided)