



## Terms of Reference on awarding of the prizes and on proposals envisaging transnational cooperation between schools

### 1. Awarding of the prizes\*

Three best ranked schools will be awarded with €15.000 each, for **study visits to the UN Headquarters in New York or to UN Agencies in Europe.**

The guidelines/indications for the utilisation of the prize are the following:

The winning school will need to:

- Define who (tutoring teachers and students) will participate in the study visit
- Assign the organisation of the study visit to a travel agency or specialised body who will take care of:
  - Booking and purchasing flight tickets and advise on US visa regulations with respect to the country of the winning school (economy class return tickets)
  - Booking and purchasing group local transfer from the airport to the hotel
  - Booking and purchasing accommodation for the group in appropriate accommodation facilities
  - Booking and purchasing local transport / group tickets as appropriate.

*Important note: the use of the award is aimed to boost massive participation of youngsters in the study visit, thus optimising the use of the available resources. Schools are thus encouraged to request more offers from travel agencies in order to identify the best ones, as they shall be subject to approval by the CEI/All (hereinafter "the Organisers").*

Payment of the prize will be operated as follows:

#### OPTION A

- An advance payment of up to 75% can be transferred to the school or to the designated travel organiser, on the basis of pro-forma invoices to be forwarded to the Organisers
- A Final payment of the balance can be transferred to the school or to the designated travel organiser, on the basis of actual proof of payment of expenses not covered with the advance payment

#### OPTION B

- The amount of 15.000€ is transferred to the bank account of the school for the organisation of the study visit
- The school will communicate to the Organisers the list of tutoring teachers and students who will participate in the study visit
- The school will report to the Organisers on the expenses made in connection with the study visit and forward the related documentation (invoices and equivalent proofs of payment of the travel, accommodation, local transport, and all other expenses covered with the amount of the transferred prize) (within ...deadline...)

\* The Organisers reserve the right not to grant all or any envisaged awards, to cancel the Call for Ideas and Award Competition and reject all proposals at any time prior to the awarding of grants, without thereby incurring in any liability.

Alternatively, in agreement with the Organisers, the awards might be used to support the implementation of the awarded ideas or for some other initiatives that are directly linked to the Agenda 2030.

#### **Alternative n.1 Implementation of the idea proposed in the application form**

The winning school will need to:

- Define the steps and timetable for the idea implementation
- Define the subjects in charge of the idea implementation

Payment of the prize will be operated as follows:

- A bank transfer of the prize will be operated to the bank account of the school
- The school will report on idea implementation and expenses made from the awarded amount (within ...deadline...)

#### **Alternative n.2: Utilisation within the institutional scopes of the school in the framework of SDG implementation**

The winning school will need to:

- Report to the Organisers on the envisaged utilisation of the prize for the institutional scopes of the school in the framework of SDG implementation

Payment of the prize will be operated as follows:

- A bank transfer of the prize will be operated to the bank account of the school
- The school will report on the expenses made from the awarded amount (within ...deadline...)

*The Organisers reserve the right to authorise the use of the awards for further ideas submitted by the winning schools, based on related motivations.*

**Important note: The awarded schools shall be required to communicate to the Organisers their choice of the award within 7 days of the latter's formal communication on awarding of the prize.**

## **2. Transnational cooperation between schools**

Based on the evaluation grid, the maximum score achievable for proposals is 60. However, in order to foster proposals envisaging structured transnational cooperation between schools, such proposals shall be assigned an extra up to 5 points.

### **Modalities for participation**

It is reasonably envisaged that two (max. three) schools from different Member States may join in a structured transnational cooperation. This cooperation is not intended as a previously established either formal or informal cooperation, but as an ad hoc cooperation structured specifically for the purpose of implementing the jointly elaborated idea, parallelly in both school/local communities.

The participating schools shall participate on an equal footing (i.e. no lead partner) and shall submit one single application form presenting the joint proposal. In the application form, each school shall indicate their own representative that will act as a person in charge for all the issues related to the joint proposal on behalf of their respective school.