

## My Project was approved. Now what?

### **Timing is everything:**

If your project is approved, Congratulations! Please let us know as soon as you receive the good news! Receiving groups often involves juggling. A lot of different pieces have to fit together to provide the best environment for the project...do we have enough resources available to dedicate sufficient time to the group, is the topic a matter that will require additional time or research, do the host organisations have time and suitable personnel available to receive the group or to initiate the placement, are accommodations available that will fit the groups' requirements, do any holidays fall within the project dates. The more advance notice we have, the better we can plan and shape factors that impact the project's success.

### **Preliminary data:**

If you have not already done so, we ask that you complete and return our *Questionnaire*. This document provides us with all the details we need to begin planning for your project. If you already know information about the beneficiaries please complete and send us the appropriate *Registration Form* for the type of group you are sending. We particularly need to know the type of jobs appropriate for the placements, or the type of host organisations appropriate for the visits, and the number of males and females in the group. These details allow us to do the preliminary searching to locate appropriate host organisations and accommodations.

### **Budget:**

We offer a wide range of accommodations and services and will work with you to select offerings appropriate to your budget and needs. There are a variety of accommodations, several ways to meet the requirements for food, and ways to reduce other costs. We are very flexible in the arrangements we can make, and work hard to give you the best value for your money. Ultimately, your budget will be the deciding factor in selecting type of accommodations, food options, transportation from the airport, and cultural activities; therefore, it is best if you let us know the amount of funding approved for the project. With this information we can inform you of the best options available within your price range, and make suggestions on cost-saving measures.

### **Miscellaneous documents:**

A *Minor Release*, signed by the parent or guardian, will be required for each beneficiary under the age of 18 at time of arrival.

*Contract between organisations*: we can provide a contract, we can sign one provided by your organisation, or a standard one provided by the National Agencies. To provide a contract we will need the project number and the name and title of the person authorized to sign contracts on behalf of your organisation.

*Invoice*: we will provide an invoice with the cost of the project expenses. If your National Agency requires the invoice done in a particular way, please let us know or send us a sample. To provide an invoice we need the project number and the name and title of the person authorized to sign contracts on behalf of your organisation.

**Beneficiary Identification:** we require copies of beneficiary passports or identification cards. This is primarily a safety measure in case there is an emergency or the beneficiaries' id is lost or stolen. In some instances the identification may be a requirement for access to government buildings the group will be visiting.

**Insurance** – we require proof of insurance. Beneficiaries must have a European health card and insurance for accidents, and repatriation in case of emergency.

**Placement contract** – The host organisations require a signed contract to initiate the placement. Contracts can be those used by your organization, or a standard one that we provide. Placement contracts should be sent or brought to us, already signed and stamped by the sending organisation. Original copies will be returned to the sending organisation with the appropriate signatures and stamps.

### **Final planning:**

While we need as much detail as possible, as soon as possible, to help with our planning, realistically we can not begin final preparations and schedule activities until several key things occur.

To arrange programme activities we need to have:

- a firm commitment that the project will occur as planned, and when planned. Too many times projects have to be postponed, or even cancelled. It is always a difficult situation when host organisations have set aside time and personnel, only to be told the group will not arrive as planned.
- all the information that is communicated to the host organisations. In the case of work placements, this would be a **CV** and motivation letter for each beneficiary in Spanish, and the **Student Registration Form**. In the case of exchange groups we need sufficient details to understand the needs of the project (please complete and return our **Questionnaire**), and information about the group members (complete and return the **Group Registration form**).

To make final arrangements for accommodations we need to know:

- exact number of people arriving, including adults accompanying student groups and directors, coordinators and others coming for part of the project time. We also need to know if other people that are not beneficiaries (for example spouses of beneficiaries) will be coming with the group. We do not mind additional people, but please do not have them arrive without warning.
- genders of the people arriving, and if a matrimonial bed is appropriate for any members of the group.
- exact date of arrival and departure.

### **Prior to Arrival:**

● Payment should be received a minimum of 10 days prior to arrival. Payments can be wired to:

**BANK:** La Caixa

**Branch:** 0468, Consell de Cent, 302, Barcelona, Spain

**Contact:** Tel: +34 93 487 8184, Maria, Fax: 93 272 0395

**SWIFT:** CAIXESBB

**Account Number:** 2100 0468 01 0200356070

**Beneficiary:** MS Barcelona / iCall España S.L

**IBAN** (electronic format): ES2021000468010200356070

**IBAN** (paper format): IBAN ES20 2100 0468 01 0200356070

- Please provide airline, flight number, and time of arrival and departure as soon as you have this information. Keep in mind that late night arrivals or early morning departures may incur additional costs and special transportation arrangements.
- We need a mobile number of someone arriving with the group. We will provide you with a mobile number for the person meeting the group. This allows communications if there are any delays with the flight, problems with baggage, or other unforeseen circumstances.
- We also require a 24-hour emergency contact for your organisation.