# Government to Government (Matra G2G) 2025-2029

## Annex V – Checklist Cooperation Agreement (CA)

If a consortium of 2 or more partners applies for a subsidy from the Netherlands Enterprise Agency (RVO), we require a cooperation agreement (hereafter: CA). Signed by the consortium partners, this CA must guarantee that each partner participates in carrying out the Matra G2G project activities. And that they do so in compliance with agreements reached and with obligations pursuant to the subsidy decision granting the Matra subsidy.

Also, with this CA, each partner authorises the lead organisation to:

1. apply for a subsidy on their behalf as part of the consortium;
2. act on their behalf in all affairs related to the Matra G2G project administration, communication, settlement and the final determination of the Matra subsidy.

The CA has no prescribed form, but make sure to include the following topics:

* Authorisation of the lead applicant (each partner has to authorise the lead applicant);
* Scope of the Agreement, duration and termination;
* Shared vision of the desired impact;
* Compliance of all partners with subsidy obligations;
* Roles and responsibilities, including Monitoring, Evaluation and Learning (MEL) and communication (internal and external);
* Assistance from third parties;
* Management structure;
* Decision-making;
* Disputes settlement;
* Financial agreements (for example, in case of financial setbacks);
* Administration, including time registration and reporting;
* Liability and insurance;
* An exit strategy and involvement of the partners after the project period;
* Ownership (for example, hardware).

Other topics to include in the cooperation agreement are:

* the use of project results;
* intellectual property rights;
* compliance with OECD Guidelines and the FMO exclusion list.