

IMPLEMENTATION AND REPORTING MANUAL

This manual has been created to get you familiarized with the rules and criteria you need to know when implementing a Grant. The information here is based on the Rules (a framework of basic regulations) and Grant Guidelines (detailed instructions building upon those rules) of the Fund. In the manual you will find instructions and tips that should help you to prepare the necessary documentation for the Fund during and after your project's implementation period. Please read this document carefully and save it to your computer for further use.

Step 1 – Check your contract

Before you plan any activity within your project, it is essential that you familiarize yourself with the content of the Contract that you have signed with the Fund. Apart from the necessary legal background, possible sanctions and obligations, you should definitely check the following details:

- Number of installments, in which the granted amount will be paid out

Article 4 of your Contract contains the number of tranches in which the supported grant will be paid out. Apart from that, you will also see the exact amount to be disbursed in each installment and the conditions that regulate the date of the payments. You will receive the first installment upon returning us the signed contract by post. If your Contract specifies two payments only, the last tranche (usually 20% of the whole grant) will be transferred to you once the **Final Report** has been controlled and accepted by the assigned Project Manager of the Fund.

Should your Contract specify **three or more payments**, don't forget that the transfer of all further payments will be possible only after the delivery and approval of the **Interim Reports** (sent both via e-mail and by post), covering the marked period of implementation under Article 6.2. Please note that **you must spend approximately 80% of the previous payment to be eligible for the next one**.

4. GRANT PAYMENT

4.1 The Grant shall be paid to the Grantee under conditions set forth in Section 4.2 hereof in 3 instalments as follows:

- the 1st installment in the amount of _____ within 15 working days after the delivery of the valid and effective contents and requisites of which are set forth in the Grants Guidelines published and available on the Fund's website
- the 2nd installment in the amount of _____ within 15 working days after the Interim Report is approved by the Fund, the conditions of which are set forth in the Grants Guidelines published and available on the Fund's website in the period under implementation
- the 3rd and final installment in the amount of _____ within 15 working days after the Final Report, Final Report on the use of the Grant, is submitted to the Fund, and, if duly approved under conditions set forth hereof, the Fund reimburses the disbursement pre-financed by the Grantee and

Article 4.1 of the Contract, specifying the number of installments

- Implementation period, deadlines

The next thing you should always keep in mind is the contracted duration of your project. The length of the implementation period is of crucial importance, as this is the period of time when the obtained grant can be used to cover **all project-related expenses**. Any payments that are realized before or after the implementation period cannot be reimbursed by the Fund!

6. REPORTING OBLIGATIONS AND RELATED CONTRACTUAL TERMS

6.1 The Grantee shall immediately inform the Fund in writing of any circumstance which may affect the re

<i>Report:</i>	<i>Covering the period from-to:</i>
Interim Report	22/01/2018–30/06/2019
Financial Statement	22/01/2018–30/06/2019
Final Report	22/01/2018–30/06/2019
Financial Statement	–30/06/2019
Audit Report	22/01/2018–30/06/2019

Article 6.2 of the Contract, describing the implementation period and deadlines for the reports

The necessary information about your project's implementation period can be found under Article 6.2 of the Contract. Here you will see what documents must be delivered to the Fund, and by which day. As the Contract itself indicates, the **reports must refer to the described period**, both in terms of finances and the achieved project results. In case of three or more tranches, **Interim Reports** will also be required. The deadline for such reports and the period they must cover will also be indicated under Article 6.2 of the Contract. As a common rule for all reports, **the Grantee will have 20 working days** after the last day of the marked implementation period to prepare and deliver the mentioned documents.

If the obtained grant is exceeding 10.000 EUR, you must also submit an **Audit Report**, covering the entire period of implementation. This stipulation is also mentioned in Article 6.2., together with the relevant deadlines.

Step 2 – Keep track of all expenses

As your project is running, it is essential that you keep record of all the invoices and bank transfers connected to the project expenses. When settling the bills, please do not forget that **all transactions must be realized via bank transfer**, from the Grantee's bank account. Cash payments cannot be reimbursed by the Fund.

Also, please let us remind you that the Grantee cannot transfer any percentage of the grant to the partners in advance. **The expenses of the partners can be covered by the Grantee either by settling the invoices directly, or by paying the necessary amount to the partners retrospectively, based on**

the real costs re-invoiced by the partners to the Grantee. However, such retrospective payments must be realized by the end of the implementation period.

Step 3 – Keep us updated about your events

When you signed the Contract with the Fund, you have agreed to the list of events and outputs that you would realize during the implementation period. You will be able to access the list of the contracted events in our online system, under “Current Calendar”. Please keep in mind that **all events must be confirmed manually**, by clicking on “Change” next to the event, changing the Status to “Confirmed” and clicking on “Confirm” at the bottom of the page.

Update and confirm the calendar of events planned within the project. Please note that you will still have to confirm the events manually.

From	To	Country	City	Title	Invitation/Press release	Status	
30/01/2017	31/01/2017	Czech Republic	Prague	Kick-off meeting and workshops	yes	New	CHANGE
15/06/2017	16/06/2017	Slovakia	Bratislava	International Workshop	no	Confirmed	CHANGE
28/11/2017	29/11/2017	Poland	Wrocław	Closing Conference	no	Confirmed	CHANGE

Release date

Status

[SAVE CURRENT EVENT](#)
[CONFIRM](#)

If you wish to change the details of the event, you may do so by clicking on “Change” and modifying the date/venue/details of the event. Once done, don’t forget to click on “Save current event” at the bottom of the page!

Please note that all realized events must be confirmed in the Current Calendar at least **10 working days prior** to their planned date. **Any unconfirmed events in the Calendar could be disregarded during the evaluation of the Final Report and their connected costs may not be reimbursed.**

Step 4 - Start working on the reports in due time

In case your Contract specifies three or more payments of the awarded grant, you will have 20 working days after the marked period (see Article 6.2) to prepare the **Interim Report(s)**, which consist(s) of the following elements:

- **Interim Narrative Report** – textual summary of the progress and results of the project realized within the marked period (you can find the template on our website)
- **Interim Financial Settlement** – a spreadsheet containing all the expenditures covered by IVF grant in the marked period (template on the website). For instructions on how to fill it out, please read the part about Financial Settlement below.

Once the whole implementation period of your project has come to an end, you will have 20 working days to prepare the following documents:

- **Final Report** – textual summary of the whole project (you can find the template on our website)
- **Financial Statement** – a spreadsheet containing all the expenditures covered by IVF grant, the list of expenditures NOT financed from IVF courses and the summary table (template on the website).
 - **NOTE:** The Financial Settlement (part of the Financial Statement) shall only cover items that were not included in the previous Interim Financial Settlements. The narrative Final Report and Audit Report (where obligatory), however, refer to the whole project
- **Audit Report** – for projects with a budget over 10,000 EUR (template on the website)

When filling out the Final Report, try to be as specific as possible. The Final Report is not only a checklist of events and output that were realized, but also serves as a means to evaluate your own work, different aspects of the implementation and the role of the partners in the cooperation. **You should highlight any changes that were made compared to the original plan, and any obstacles that hindered your work. Do not forget to mention how the realized events and outputs contributed to the original purpose and the specific goals of the project, and how will you use the results gained.** If you plan any continuation of the project, make sure that you draw the necessary conclusions and provide some ideas for development.

The Financial Statement contains three Excel sheets in general. The **Summary Table** will help you to summarize the whole budget of your project, including any external sources (e.g. your own sources, partners' or other donors' financial contributions). They may also be non-financial sources or in-kind contributions (i.e. own work, use of own premises, etc). Depending on whether your project has been co-financed, please choose the corresponding table to fill. Please do not modify the cells marked as grey in tables.

The List of Expenditures sheet must be filled out only in case you received contributions other than the obtained grant of the IVF. Please **make sure that you list all items that have NOT been paid from the Fund's contribution.**

The **Financial Settlement** is the most important part of the Financial Statement, as all the expenditures covered from IVF grant during the implementation period must be entered and properly described here (in case of three or more tranches, only those items that were not included in the previous Interim Financial Settlements!) . Do not forget to fill out your details on the top of the sheet, especially the **currency of your bank account!** If your expenses have been spent in more than one currency (e.g. your bank account is in HUF, and your partners' invoices are issued in PLN and CZK), **you must create a separate Financial Settlement sheet for each currency.** Please do not forget, however, that the total sum should always be indicated in EUR in each sheet. (See instructions below.)

Before getting started, take a look at the **Instructions** sheet, which will guide you through the Financial Settlement. In Column 5 “Cost description”, **be as specific as possible regarding the cost item. The Fund cannot accept insufficient descriptions such as “expert fee”, “hotel” or “bus ticket” without the proper indication as to whom the cost was paid, for what reason, and for what output/activity.** For detailed guidelines, please check out the following table:

<i>Cost category</i>	<i>Subcategory</i>	<i>Description/details to be listed in the application form</i>	<i>Examples of eligible costs</i>	<i>Examples of non-eligible costs</i>
1. Printing and publishing	Printing costs	Description, number of standard pages, volume (number of copies)	Printing of brochures, books, magazines, booklets, training materials	Printing of grant contract, business cards, financial and other operational documents eligible within 11. <i>Overheads</i> ; printing of PR materials (leaflets, posters) eligible within 9. <i>Promotional costs</i>
	Graphic design	Description of work/number of standard pages	Graphic design of printed or digital works, DTP	
	Publishing costs incl. online posting and website updates	Description of work, amount of material covered (number of pages, number of posts)	Publishing costs incl. proofreading, editing, digital publishing and website updates and posts	
2. Rent and related technical services	Rental costs	Description of rented space, period of rental, cost	Rental of conference rooms, or other venues relevant to the project events	Rental of offices of Grantee or project partners eligible within 11. <i>Overheads</i> ; catering eligible within 4. <i>Accommodation and board</i> ; Web-hosting services, copyright and license fees eligible within 10. <i>Copyright, licenses and fees</i>
	Related technical services	Description of service, period of delivery	Sound and conference equipment, rescue and security services, etc.	
3. Expert fees/Fees for authors or artists	Fees for texts	Description of produced text, number of standard pages	Honoraria for authors not based on Labor Code	Editing, proofreading eligible within 1. <i>Printing and publishing</i> ; accounting, project management, coordination, communication eligible within 11. <i>Overheads</i>
	Fees for in-person services	Number of hours/days of expert/artist delivery and a detailed description of delivered expertise,	Honoraria for experts who deliver a complex	

		including the expert's name	expertise (speakers, performers, lecturers, researchers) not based on Labor Code; costs related to Audit Report	
4. Accommodation and board	Accommodation	Venue, number and list of persons/nights, price, dates (related to project events)	Accommodation costs (hotels, hostels, dormitories, short-term rentals)	Per-diems (daily allowances), meal vouchers eligible within 11. <i>Overheads</i> ; rent of premises eligible within 2. <i>Rent and related technical services</i>
	Board	Description of board or catering, number of people, dates (related to project events)>	Working lunches or dinners, breakfast briefings, receptions, catering costs, refreshments	
5. Transportation and delivery	Personal travel costs	Travel directions, dates, means of transport, names and number of people concerned	Public transport costs, transportation by private vehicles, parking, travel insurance, vignette, car/bus rental	General postage (delivery of contract, communication with partners and other running costs), company car usage, fuel bills eligible within 11. <i>Overheads</i>
	Delivery of goods/material	Description of delivered goods/material and their number/amount, other details	Delivery costs, courier services	
6. Translation and interpreting costs	Translation costs	Description of translated texts (incl. the translated languages), number of standard pages	Translation costs, localization services	Translation of the grant contract or other operational documents (application form, final report, etc.) eligible within 11. <i>Overheads</i>
	Interpreting costs	Details regarding the interpretation incl. languages, type of interpreting (simultaneous/consecutive), number of hours	Interpreting costs including rent of interpretation equipment	
7. Awards and prizes	Financial awards/prizes	List of financial awards and their respective values (in €)	Financial prizes	Scholarships, sub-grants, attendance fees eligible within the overheads category
	Non-financial	List of non-financial awards	Medals, cups,	

	awards/prizes	or prizes and their respective values in €	other awards	
8. Office supplies and consumption material	Office supplies or consumption material for exclusive use during the project	Specification of each supply or consumption material incl. its number/amount and its planned use	Pens and notepads, art supplies, printing paper, flipchart, etc.	PR materials eligible within 9. <i>Promotional costs</i> ; computers, printers and other devices, cleaning supplies, coffee and small refreshments are only eligible within 11. <i>Overheads</i>
9. Promotional costs	Off-line promotion and advertisements (print/broadcast, outdoor, event)	Description of each activity and the utilized media incl. details (length of advertising, size/volume, etc.)	Ads in print and broadcast media, billboards, promotional leaflets or posters, roll-ups	Printing of brochures, books, graphic design eligible within 1. <i>Printing and publishing</i>
	On-line promotion and marketing	Detailed description of activities (incl. size of banners, volume of boosted posts, number of newsletters)	Web-based promotion and marketing incl. e-mailing newsletters, social media campaigns and post boosts, on-line advertising (banners, AdWords), etc.	
	Promotional gadgets with the Fund's logo	Specification of all promotional gadgets bearing the Fund's logo	Promotional gadgets such as pens, notebooks, USB memory sticks, etc.	
10. Copyright, licenses and fees	Costs of copyrights and license, server hosting fees, domain registrations for exclusive use during the project implementation, tickets, incl. entrance tickets and passes	Specification of each fee/license, incl. its planned use and the period covered	Software licenses, payments for copyrighted materials such as photographs or texts, entrance tickets and passes, server hosting fees and domain registration payments, database access, etc.	Conference fees, audit fees eligible within 11. <i>Overheads</i> ; honoraria for experts/artists eligible within 3. <i>Expert fees/Fees for authors or artists</i>

11. Overheads	Running costs and other indirect costs linked to the project implementation limited to 15% of the granted sum	Specify in detail each cost and where applicable the period of its duration and its breakdown	Project management, coordination, communication, any per-diems related to the project, project bookkeeping, running costs (e.g. utilities, phone bills, rent of premises, use of a company car), tangible/intangible assets, etc..	Audit Report costs eligible within 3. <i>Expert fees/Fees for authors or artists</i>
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As you enter the individual items, you must choose the category of the cost in Column 9. It is enough to click on the cell in the relevant line and choose the proper cost category by clicking on the arrow displayed on the bottom right corner of the cell.

	8.	9.
	Amount covered by IVF (in bank account currency)	Cost category: (1-12)*
total		
	12 000,00	CLICK HERE TO CHOOSE
	350,00	6. Translation and interpretation
	452,00	5. Transportation and delivery

00,00	CLICK HERE TO CHOOSE
50,00	1. Printing and publishing 2. Rent and related technical services 3. Expert fees / Fees for authors or artists 4. Accommodation and board 5. Transportation and delivery 6. Translation and interpreting costs 7. Awards and prizes 8. Office supplies / consumption materials
52,00	3. Expert fees / Fees

In case your bank account currency is not EUR, **do not forget to enter the valid exchange rate between your currency and EUR** to the designated cell (J27). When choosing the proper rate, you have two options. You may either use:

- the exchange rate of the respective national bank on the date of conversion of the grant tranches into local currency (unless the grantee uses €)

or

- the monthly average exchange rate of the respective national bank in the month in which the project implementation period ends.

Once you entered the relevant exchange rate, the sheet will automatically calculate the total costs of the table in EUR, in cell J24. Please don't forget to repeat this task in case of all extra sheets, with all currencies.

Step 5 – Submit the reports both online and via post

Upon finishing the reports, please go through them once again and correct any possible mistakes. Do not forget that **both the Final Report and the Financial Statement must be signed and stamped by the statutory representative of the Grantee.**

Keep in mind that the deadline for submitting the reports apply for postal delivery (date on the time stamp must be the date of the deadline the latest), as well as for uploading the Final Report and the Financial Statement into our online system. To upload the mentioned documents, go to "Reports" and upload the Final Report (in PDF format – must be identical to the one sent by post) and the Financial Statement (in XLS file – must contain all sheets) by the deadline.

In case of **Interim Reports**, our system does not allow any uploads at the moment. Please send us the necessary documents (**Interim Report, Interim Financial Settlement, bank transcripts**) both by post and via e-mail to the relevant Project Manager. Keep in mind that the Interim Financial Settlement and the payment of the next installment will only be approved if the **Grantee has utilized approximately 80% of the first tranche** by the end of the marked period marked in the Contract.

You should upload the Final Report and Financial Statement under "Reports"

When putting the final documents together for postal delivery, make sure that you include the following documents in the package:

- ✓ **Final Report** – all pages filled out, last page signed and stamped by the statutory representative of the Grantee
- ✓ **Financial Statement** – all pages and additional sheets filled out (where applicable) , signed and stamped by the statutory representative of the Grantee
- ✓ **Audit Report** (if applicable) – signed and stamped by the certified auditor, indicating his/her credentials as member of the national chamber of auditors
- ✓ **Promotional materials** (leaflets, posters, books, booklets, merchandise) that have been paid from the IVF grant (in case of visual and digital products, we accept files via e-mail, web link, CD, DVD or USB storage)
- ✓ **Copies of the original lists of participants** for any contracted and realized events
- ✓ **Pictures and video materials of the realized events** (can be sent either via e-mail or web link)

The Fund will have 30 working days after the delivery of the final reports to control the documents and approve the payment of the last installment. **Should we notice any shortcomings, the assigned Project Manager has the right to request further information and documents from the Grantee, including the modification and repeated delivery of any of the reports.**

The project can be successfully concluded if all reports and attachments comply with the requirements and the transfer of the last installment has been authorized. After all obligations have been cleared, the Grantee will receive a confirmation from the Project Manager via e-mail, stating that the project has been finished.