

SMALL PROJECT CONSOLIDATED PROGRESS REPORT FORM including guidelines

GET ACQUAINTED WITH PROGRAMME MANUAL AND APPROPRIATE NATIONAL GUIDELINES BEFORE FILLING IN SMALL PROJECT PROGRESS / CONSOLIDATED PROGRESS REPORT

PLEASE NOTE THAT **ALL FIELDS NEED TO BE FILLED IN**, THE DATA SUPPLIED SHOULD BE PRECISE AND THOROUGH.

IN CASE CERTAIN FIELD IS NOT APPLICABLE IN THIS REPORTING PERIOD - PLEASE ENTER "NOT APPLICABLE" or "N/A"

IF NO VALUE IS REPORTED "0" (ZERO) SHOULD BE ENTERED INTO THE RELEVANT COLUMN.

Report should be signed on each page by the authorised person of the beneficiary

PR- Small Project Progress report

CPR - Small Project Consolidated progress report

SC - Subsidy Contract

AF - Application Form

FLC - First level control

LB - Lead beneficiary

B2, B3, B4 - Beneficiary2, Beneficiary3, Beneficiary4

INTRODUCTION

The CPR has to be prepared by LB for the whole project basing on all verified by FLC institutions PRs of project beneficiaries and Declarations of validation of expenditures of First level controller. Each project beneficiary is responsible for prior validation of its expenditures by FLC and submitting confirmed PR and Declaration of validation of expenditures to LB.

Please note that project preparation costs could be included only in the first PR and respectively in first CPR and can not be requested in the following PRs/CPRs.

REPORTING PERIOD

The report has to be submitted on the basis of the period specified in SC, i.e. annex No. 4 to SC.

DEADLINE

Not later than 2 (two) months and 15 (fifteen) calendar days after the end of reporting period within the timeframe laid down in annex 4 to SC the LB prepares CPR and sends all required supporting documents to the JS.

FORM

The CPR shall be submitted to the JS in **1 (one)** original and e-version (Excel).

All annexes to the CPR shall be submitted to the JS in 1 (one) copy.

EXCEPTION: In case of Lithuanian beneficiaries, one of the annexes - the economic classification table should be submitted to the JS in original.

LANGUAGE

The report is filled in English.

SMALL PROJECT CONSOLIDATED PROGRESS REPORT NUMBER: No. A-B-C-D, where

A – number of project as indicated in SC: i.e. **LT-PL-2S-001**;

B – type of report: for CPR please mark C, i.e. **LT-PL-2S-001-C**;

C – number of report as indicated in annex no 4 in SC, i.e. **LT-PL-2S-001-C-1**;

D – version of CPR, i.e. **LT-PL-2S-001-C-1-1** (in case there is a need to correct the report, the corrected version should have a consecutive number, i.e. **LT-PL-2S-001-C-1-2**; **LT-PL-2S-001-C-1-3**; etc.).

EXPENDITURES

Only the expenditure fully incurred during the relevant reporting period and indirect costs calculated from eligible direct costs can be included into the CPR.

EXCEPTION: previously suspended by the FLC expenditures

EURO

All expenditure reported in the project reports must be denominated in euro. Project expenditure incurred in a currency other than the euro shall be converted into euro by the beneficiaries using the monthly accounting exchange rate of the COM in the month during which that expenditure was submitted for verification to the Controller (article 28 (b) of the ETC Regulation).

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

FILLING IN

The form should be filled in basing on information in the AF with valid detailed project budget, SC and data of current reporting period from the approved PRs of all project beneficiaries.

SMALL PROJECT CONSOLIDATED PROGRESS REPORT FORM
No. [insert number, e.g. LT-PL-2S-999-C-1-1]

1. CONSOLIDATED APPLICATION FOR PAYMENT

1.1. BENEFICIARY SUBMITTING APPLICATION			
Consolidated application for payment submitted by the lead beneficiary		<i>to be filled in from AF: name of the Lead beneficiaries institution</i>	
1.2. REPORTING PERIOD			
From	<i>dd/mm/yyyy</i>	To	<i>dd/mm/yyyy</i>
1.3. GENERAL INFORMATION ABOUT PROJECT			
1.3.1. Project No	<i>to be filled in from SC</i>		
1.3.2. Project title	<i>to be filled in from AF</i>		
1.3.3. Programme priority	<i>to be filled in from AF</i>		
1.3.4. Programme priority specific objective	<i>to be filled in from AF</i>		
1.3.5. Subsidy contract	Number	Date of signature	
	<i>to be filled in from SC</i>	<i>dd/mm/yyyy</i>	<i>date of Managing Authority signature</i>
1.3.6. Total eligible project budget, in euros	In figures	<i>to be filled in from AF</i>	
	In words	<i>to be filled in from AF</i>	
1.3.7. Total ERDF funding, in euros	In figures	<i>to be filled in from AF</i>	
	In words	<i>to be filled in from AF</i>	
1.3.8. Project implementation period	From	<i>dd/mm/yyyy</i>	
	To	<i>dd/mm/yyyy</i>	
	Duration	<i>number of months</i>	
1.4. PAYMENT			
1.4.1. Type of payment	<input type="checkbox"/> First (including preparation costs) <input type="checkbox"/> Interim <input type="checkbox"/> Final		
1.4.1 In case only one reporting period was planned in the reporting schedule of the project, two fields should be marked - "First (including preparation costs)" and "Final".			
1.4.2. Eligible expenditure incurred in the reporting period by the project, in euros	In figures		
	In words		
1.4.2 Eligible expenditures incurred in the reporting period by the project; the amount in point 1.4.2 should equal the amount of total eligible expenditure from the table in part 7.			
1.4.3. The eligible ERDF amount requested by the project, in euros	In figures		
	In words		
1.4.3 The eligible ERDF amount requested by the project in the reporting period shall be calculated summing up ERDF of all project beneficiaries; the amount in point 1.4.3 should equal the amount of total reported ERDF from the table in part 7. The deductions of the received advance payment must be done following point 4.6 of the Subsidy Contract. It is recommended to start the deduction when the amount of ERDF requested in the Progress Reports reaches 70% of the total ERDF amount granted to the relevant project beneficiary. After summing up the requested ERDF and deducted amount indicated in the comments field in part 1.4.4 received result should match the reported ERDF amount in part 7.1 of the CPR.			

1.4.4. Advance payment received, in euros	In figures	
	In words	
	Comments	

1.4.4 Amount of the advance payment received by the beneficiary should be inserted in this cell. In case no advance payment was received by project this cell should state "Not applicable". Information regarding received advance payment should be provided in all the reports covering the whole project implementation period. In the comments field the date when the advance payment was received should be indicated and in case of reimbursement of received advance payment - information regarding returned part should be provided.

1.5. LEAD BENEFICIARY CONTACT DETAILS		
1.5.1. Institution	Name	<i>The contact details of LB institution should be inserted, in case some details changed a written explanation / information should be attached to the report</i>
	Address	
	Tel. No	
	Fax. No	
	e-mail	
	Enterprise code/NIP	
1.5.2. Contact person, responsible for the report	Name, surname	
	Position	
	Tel. No	
	Fax. No	
	Mob. tel. No	
	e-mail	
1.5.3. Chief accountant	Name, surname	
	Tel. No	
	Fax. No	
	Mob. tel. No	
	e-mail	
1.5.4. Bank details	Name of the bank	<i>The account details should be inserted, it should match the SC and in case of changes a written information should be sent to JS</i>
	SWIFT code	
	Account No	

I hereby certify that the information submitted in this application for payment is correct.

Signature of the authorised person of the lead beneficiary

Name and title of the signatory

Signature of the chief accountant of the lead beneficiary

Name of the signatory

Official Stamp of the lead beneficiary

Date and place

1.6. TO BE FILLED IN BY JS		
1.6.1. Consolidated application for payment registered in JS	Date of registration	<i>LB should leave this part empty - to be filled in by the JS representative</i>
	Name, surname, position	
	Signature	
1.6.2. Consolidated application for payment checked in JS	Date	
	Name, surname, position	
	Signature	
1.6.3. Consolidated application for payment approved in JS	Approved total eligible amount, in euros	
	Approved ERDF amount, in euros	
	Date	
	Name, surname, position	
	Signature	

2. ACTIVITY PART

2.1. Description of the project activities in the reporting period (max 3000 characters)

IN CONSOLIDATED PROGRESS REPORT DESCRIBE ACTIVITIES THAT THE WHOLE PROJECT (ALL BENEFICIARIES) ORGANISED OR PARTICIPATED IN

Describe project activities and progress in this reporting period including specific objectives reached and outputs delivered by highlighting also the added value of the cooperation. Order of activities should follow the one described in the AF part II.4 and IV. i.e.:

Activity 1:

Activity 2:

Activity ...:

PLEASE CHECK IF ALL MENTIONED VALUES OF INDICATORS MATCH DATA ENTERED IN PART "INDICATORS"

Information on executed controls/internal audits has to be provided, indicating the title of the institution and its role in the Programme as well and the results of the control/internal audit. The copy of the audit report can be attached as an annex and submitted together with the supporting documents.

The description of activities connected with project preparation costs (if applicable) should be included in this field in case of First report.

Annexes proving the activities:

Activity 1: annexes ...Only numbers to be indicated

Activity 2: ...

Attached annexes should be indicated and the numbering of the annexes should match the attached documentation.

If during the reporting period project events took place, copies of lists of participants, agendas, photos etc. of each event should be enclosed.

Samples of developed/used information and publicity tools should be submitted: leaflets, brochures, publication, CDs, presentations, photos of information stands – boards, printouts of websites, announcements/information in the media, photos proving that the purchased equipment was marked with information elements, etc.

PLEASE ORGANISE THE ANNEXES OF ALL BENEFICIARIES IN PROPER ORDER

2.2. Planned project activities to be realized in the next reporting period (max 1500 characters)

In case of Final CPR should be marked as "not applicable".

Project activities planned to be implemented in the next reporting period should be described i.e. detailed description of the main project activities, project stages and outputs to be achieved. Order of activities should follow the one described in the AF.

2.3 Description of changes within the project (including deviations from the work plan), internal and external problems occurring during project implementation together with the information about the counter-measures undertaken by the beneficiary (max 1500 characters).

Description of changes within the project (including deviations from the work plan), internal and external problems occurring during project implementation together with the information about the counter-measures undertaken by the beneficiary.

Additionally information on changes that JS was informed about should be listed and shortly described.

In case there were some reallocations in the budget for which prior approval is not necessary e.g. in case there is an overspending between the budget lines of the same beneficiary within one the same budget category and there are no changes in the allocations for the territories, justified description of the change indicating from which budget lines the overspending is being covered should be provided in this part.

2.4. Evaluation of the project impact effects (including cross-border impact) (max. 1000 characters). *Applicable to the final report*

To be filled in for Final CPR.

Taking into account cross-border nature of the project, it should be described how achieved outputs and results influenced both sides of border and how they benefited areas on both sides of border. Points: II.2 "Justification of the project", II.5 "Cross-border impact", II.7 "Project output and result indicators", and II.11 "Sustainability (durability) of project results" of approved Application Form are the basis for filling in this part.

Contribution to Result indicators should be described in comparison with what was planned in the AF.

IMPORTANT: Additionally, an annex with the description of all activities of the project should be attached to the **FINAL CPR** including list of items falling under sustainability monitoring. Impact of the project activities, achievements, influence and result of changes should be underlined.

In case of First or Interim reports should be marked as "not applicable".

2.5. Evaluation of the partnership (division of work and responsibilities, difficulties encountered and changes made, positive aspects of the partnership etc.) (max. 1500 characters)

Evaluation of the partnership should be described: division of work and responsibilities, difficulties encountered and changes made, positive aspects of the partnership etc.

2.6. Information about conformity of the project activities with the rules of the community policies

	Yes	No	Not applicable	Justification
2.6.1 Has the breach of the public procurement rules taken place?				In case of "yes" answer, details on irregularities/errors should be given, reason/reasons for them explained and risk for project implementation assessed. Counter-measures undertaken/to be undertaken by the LB/beneficiary should be also described. In case the policy is relevant to the project but no breaches incurred during the implementation of the project, the answer "No" should be marked and in case the policy is not relevant (e.g. only staff costs are planned and there shall be no public procurement procedures), the option "Not applicable" should be chosen. Please be aware that "Not applicable" can be chose only if such activity was not taking place during the reporting period.
2.6.2 Have beneficiary activities contributed to the horizontal principle "Sustainable development" ?				In case of choosing "Yes"/"No" there should be provided justification, how the project activities carried out in the reporting period contributed to the horizontal principle or why they did not contribute to the horizontal principle. In case of choosing "Not applicable" the justification could be provided in the following form: "Project activities carried out in the reporting period were neutral towards the horizontal principle"
2.6.3 Have beneficiary activities contributed to horizontal principle "Equal opportunities and non-discrimination"?				In case of choosing "Yes"/"No" there should be provided justification, how the project activities carried out in the reporting period contributed to the horizontal principle or why they did not contribute to the horizontal principle. In case of choosing "Not applicable" the justification could be provided in the following form: "Project activities carried out in the reporting period were neutral towards the horizontal principle"

2.6.4 Have beneficiary activities contributed to the horizontal principle "Equality between men and women"?			<i>In case of choosing "Yes"/"No" there should be provided justification, how the project activities carried out in the reporting period contributed to the horizontal principle or why they did not contribute to the horizontal principle. In case of choosing "Not applicable" the justification could be provided in the following form: "Project activities carried out in the reporting period were neutral towards the horizontal principle"</i>
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3. PROJECT IMPLEMENTATION INDICATORS

3.1. Overview of indicators planned and achieved by the project

Title of the Indicator	Contracted value		Number of the related activity	Beneficiary involved (number and name)	Implementation during the reporting period (in numbers)		Implementation since the beginning of the project (in numbers)		Rate of implementation from total	
(1)	(2)		(3)	(4)	(5)		(6)		(7)=(6)/(2)*100%	
<i>title of the indicator filled from AF</i>	<i>filled from AF</i>		<i>filled from AF - action plan</i>	<i>LB,B2....etc</i>	<i>value achieved during the reporting period</i>		<i>cumulative value achieved since the beginning of the project</i>		<i>%</i>	
<i>title of the indicator filled from AF</i>	<i>filled from AF</i>		<i>filled from AF - action plan</i>	<i>LB,B2....etc</i>	<i>value achieved during the reporting period</i>		<i>cumulative value achieved since the beginning of the project</i>		<i>%</i>	
<i>title of the indicator filled from AF</i>	<i>filled from AF</i>		<i>filled from AF - action plan</i>	<i>LB,B2....etc</i>	<i>value achieved during the reporting period</i>		<i>cumulative value achieved since the beginning of the project</i>		<i>%</i>	
<i>title of the visibility indicator filled from AF</i>	<i>No of outputs filled from AF</i>	<i>No of copies filled from AF</i>	<i>filled from AF - action plan</i>	<i>LB,B2....etc</i>	<i>value of outputs achieved during the reporting period</i>	<i>value of copies achieved during the reporting period</i>	<i>cumulative value of outputs achieved since the beginning of the project</i>	<i>cumulative value of copies achieved since the beginning of the project</i>	<i>% of outputs</i>	<i>% of copies</i>
<i>... copy/delete sections if needed</i>	<i>filled from AF</i>		<i>filled from AF - action plan</i>	<i>LB,B2....etc</i>	<i>value achieved during the reporting period</i>		<i>cumulative value achieved since the beginning of the project</i>		<i>%</i>	

3.1 The table should include all output indicators according to the finally approved AF.

In case of the visibility indicator which in the AF was divided into "No of outputs" and "No of copies" - both should be reflected in the report form by filling in the cells in splitted columns 2, 5, 6 and 7.

Applies for visibility indicators: *Press articles and press releases; TV and radio broadcasting; Leaflets, brochures and flyers; Gadgets; Newsletters; Websites; Stands, billboards, memory plates; etc.*

3.2. Detailed Division of indicators

Title of the Indicator	Beneficiary involved (number and name)	Description of the indicator	Value achieved		Number and title of an Annex	hard copy	e-version
(1)	(2)	(3)	(4)		(5)	(6)	(7)
<i>title of the indicator filled from AF</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, infrastructure build, publication issued etc</i>	<i>number</i>		<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
<i>title of the indicator filled from AF</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, infrastructure build, publication issued etc</i>	<i>number</i>		<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
<i>title of the indicator filled from AF</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, infrastructure build, publication issued etc</i>	<i>number</i>		<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
<i>title of the visibility indicator filled from AF</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, infrastructure build, publication issued etc</i>	<i>number of outputs</i>	<i>number of copies</i>	<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
<i>... copy/delete sections if needed</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, infrastructure build, publication issued etc</i>	<i>number</i>		<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>
					<i>Annex ...</i>	<i>yes/no</i>	<i>yes/no</i>

3.2 The table should include only those output indicators which achieved any value in the respective reporting period

In case of the visibility indicator which in the AF was divided into "No of outputs" and "No of copies" - both should be reflected in the report form by filling in the cells in splitted column 4.

Applies for visibility indicators: *Press articles and press releases; TV and radio broadcasting; Leaflets, brochures and flyers; Gadgets; Newsletters; Websites; Stands, billboards, memory plates; etc.*

3.3. Division of event participants

Title of the Indicator	Beneficiary involved (number and name)	Description of the indicator	Value achieved	Men		Women	
				youth	adult	youth	adult
(1)	(2)	(3)	(4)=(5)+(6) +(7)+(8)	(5)	(6)	(7)	(8)
<i>title of the indicator filled from AF</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, place, etc</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>
<i>title of the indicator filled from AF</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, place, etc</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>
<i>title of the indicator filled from AF</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, place, etc</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>
<i>... copy/delete sections if needed</i>	<i>LB,B2....etc</i>	<i>Description of indicator, name of the event, place, etc</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>

3.3 The table should include only those output indicators which achieved any value in the respective reporting period and are related with the number of people.
As youth should be calculated the youth in the events where youth is set as a target group.

4. FINANCIAL SUMMARY

										EUR	
Category of expenditure	Project beneficiary (number and name)	Unit	No of Units	Unit rate	Total				Programme territory Paid during current reporting period	Out of programme territory Paid during current reporting period	
					Total eligible project budget	Total reported (sum of all previous reports)	Paid during current reporting period	Balance			
Total costs					0.00	0.00	0.00	0.00	0.00	0.00	
1. Staff costs and 2. Office and administrative expenditure					0.00	0.00	0.00	0.00	0.00	0.00	
1.1.	<i>description of budget line filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the previous reporting periods</i>	<i>costs calculated for each beneficiary by multiplying the eligible direct costs (budget categories 3-6) by 15% and rounding arithmetically to two digits after comma</i>	<i>paid during current reporting period</i>	<i>paid during current reporting period</i>	
1.2.								check the formulas			
3. Travel and accommodation costs					0.00	0.00	0.00	0.00	0.00	0.00	
3.1.	<i>description of budget line filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the valid detailed project budget</i>	<i>filled in from the previous reporting periods</i>	<i>paid during current reporting period</i>	<i>paid during current reporting period</i>	<i>paid during current reporting period</i>	
3.2.								check the formulas			
4. External expertise and services costs					0.00	0.00	0.00	0.00	0.00	0.00	
4.1.											
4.2.											
5. Equipment expenditure					0.00	0.00	0.00	0.00	0.00	0.00	
5.1.											
5.2.											
6. Infrastructure and works					0.00	0.00	0.00	0.00	0.00	0.00	
6.1.											
6.2.											
7. Preparation costs					0.00	0.00	0.00	0.00	0.00	0.00	
7.1.											

EXPLANATORY NOTES

Documents on which is based description	Please make sure that the documents on which you are basing your data ARE THE CURRENT AND APPROVED VERSIONS valid for the reporting period (i.e. project detailed budget, AF or its annexes)
Expenditure outside the programme area	For each expenditure item, it must be identified if the cost was borne in relation to activities carried out outside the programme area.
"0"	If no value is reported "0" (zero) should be entered into the relevant column.

The budget is summed up automatically, however after insertion of additional lines check the formulas

5. PAYMENT DETAILS

EUR

Category of expenditure	Payment information							
	Beneficiary (number and name)	Document title and number	Date when the document was issued	Supplier / service provider	Date when the document was paid	Amount of the invoice without VAT	VAT (if applicable)	Total eligible amount
Total costs						0.00	0.00	0.00
1. Staff costs and 2. Office and administrative expenditure						0.00	0.00	0.00
1.1. <i>description from the financial summary</i>								
	LB,B2, etc	N/A	N/A	N/A	N/A	Direct costs (budget categories 3-6) by beneficiary*15%	0.00	Direct costs (budget categories 3-6) by beneficiary*15%
1.2.								
						0.00	0.00	0.00
1.3.								
						0.00	0.00	0.00
3. Travel and accommodation costs						0.00	0.00	0.00
3.1. <i>description from the financial summary</i>								
	LB,B2, etc	Title of the document which is the basis for refunding and its number should be indicated here, i.e. name of the invoice, pay sheet or document of equal probative value and their numbers should be given.		Full name of the institution/company which issued invoice/documents of equal probative value should be given in this column. VAT payer number ('NIP' in Poland and 'PVM moketojo kodas' in Lithuania) of the institution/company which issued the invoice/document of equal probative value should be indicated. In case of the documents comes from third countries adequate number should be used, according to binding law/practice.		0.00	0.00	0.00
3.2.								
						0.00	0.00	0.00
4. External expertise and services costs						0.00	0.00	0.00
4.1.								
						0.00	0.00	0.00
4.2.								
						0.00	0.00	0.00
4.3.								
						0.00	0.00	0.00
5. Equipment expenditure						0.00	0.00	0.00
5.1.								
						0.00	0.00	0.00
5.2.								
						0.00	0.00	0.00
5.3.								
						0.00	0.00	0.00

6. Infrastructure and works						0.00	0.00	0.00
6.1.						0.00	0.00	0.00
6.2.						0.00	0.00	0.00
7. Preparation costs						0.00	0.00	0.00
7.1.						0.00	0.00	0.00

EXPLANATORY NOTES

What to include	In this table all eligible expenditures incurred in the reporting period should be included. All paid invoices or documents of equal probative value, which certify incurring of expenditures by the beneficiaries within the project during the reporting period, should be included. All expenditures should be listed according to budget lines indicated in attachment No. 1 "Detailed budget of the project" to approved AF with all valid budget reallocations. Number of declared units should be identified , it should be clear how many initially planned items were purchased, participants involved etc. Description should be also in line with the description in the "Detailed budget of the project" (column "Justification of costs").
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Preparation costs	If approved in the AF, assigned only to the lead beneficiary in amount of 700 Eur, CAN BE REPORTED ONLY IN THE FIRST REPORTING PERIOD.
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Staff costs and Office and administrative expenditure	Costs should be calculated for each beneficiary multiplying the eligible direct costs (budget categories 3-6) by 15% and rounding arithmetically to two digits after comma.
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Date when the document was paid	Date of payment for the invoice/document of equal probative value (but NOT the date of its issue) should be indicated. Only fully paid documents should be included in the list. If for example the invoice has been paid in instalments, all dates of all payments for the invoice should be indicated. Document which has not been fully paid can not be included. If the cost to be refunded is not expenditure (e.g. depreciation which is not connected with the flow of financial means) date of entering the document into accounting records should be inserted.
Amount of the invoice without VAT	Net amount of the invoice/document of equal probative value should be indicated, excluding VAT amount.
VAT (if applicable)	VAT amount should be separated from the gross eligible amount of the invoice/document of equal probative, but only if VAT is eligible expense. VAT in this column relates only to eligible expenditure. In case VAT is not eligible for certain partner, digit '0' (zero) should be written down.
Total eligible amount	Total eligible amount of the invoice/document of equal probative value should be indicated. In this column the sum from columns "Amounts of the invoice without VAT" and "VAT (if applicable)" should be calculated. If beneficiary has received the correcting invoice, this invoice should be included in the table. Most of the columns should be filled in according to this guidance. Number columns (the last three) should be filled in by entering only the difference resulting from the correction (using sign "-" if the correction reduces the amount). It should be marked in the column "Document title and number" that it is correcting invoice.

6. PROJECT EXPENDITURE BY REPORTING PERIOD

No of reporting period	Reporting period		Total eligible amount (in EUR)	Status (approved / current / planned)
	from	to		
1	<i>filled from SC</i>	<i>filled from SC</i>	<i>filled in basing on PRs</i>	<i>Please choose status:</i> approved - for the previous reports (already approved by FLC) current - for the amount indicated in now being prepared report planned - for the reports of the upcoming reporting periods The total eligible amount should match the approved budget of the project
2				
3				
4				
			<i>total amount in this cell is calculated automatically, however please check the formula as it should be equal to the total eligible amount of the project</i>	

Please note that the information provided in the table is not binding and is required for information purposes only

7. EXPENDITURE BY BENEFICIARIES

7.1. EXPENDITURE BY SOURCE OF FINANCING

	Beneficiary (name)	Reported total eligible expenditure (1)	Reported ERDF amount (2)	Reported beneficiary contribution (3)=(1)-(2)
LB	<i>Indicate titles of institutions</i>	<i>the data should match the amounts confirmed by FLC</i>	<i>the data should match the amounts confirmed by FLC</i>	0
B2				0
B3				0
B4				0
	In total	<i>sum of all beneficiaries' total eligible costs to be transferred to part 1.4.2.</i>	<i>sum of all beneficiaries' ERDF contribution to be transferred to part 1.4.3.</i>	0

Note: in the column 2 the reported ERDF should match the sum of the requested ERDF in part 1.4.3 and the deducted amount of the advance payment indicated in the comments field in part 1.4.4.

7.2. EXPENDITURE BY TERRITORY

	Beneficiary (name)	Total eligible costs		
		Total	Main programme territory	Out of programme territory
LB				
B2				
B3				
B4				
	In total	0	0	0

DECLARATION

I, the undersigned:

- declare that activities have been performed according to activity and financial time schedule and the Subsidy Contract;
- state that this Consolidated application for payment is based only on the data submitted in the Activity part and Financial part of the Consolidated Progress Report and in the documents certifying the incurred expenditures attached to it;
- state that the requested amount does not exceed the set percentage for co-financing from the ERDF, i.e. 85%; of total eligible project costs;
- agree that the Joint Technical Secretariat or other authorised persons can in case of necessity verify the information submitted by us or request additional information;
- certify, that information submitted in this Consolidated Progress Report and its supplements to our knowledge and conviction is true and corresponds in the project;
- confirm that expenditures presented in the application have been paid. I'm aware of criminal responsibility relating to testimony of untruthful information what refers circumstances of legal significance;
- declare that conditions of Subsidy Contract, concerning co-financing activities from ERDF, rules of state aid, publicity and information, environmental protection, equal opportunities and non-discrimination, equality between men and woman, competition and public procurement were observed;
- declare that my project part neither in whole, nor in part, has or will receive any complementary EU funding for this project during the whole duration of the project;
- declare that documentation relating to the project will be kept in (name of the institution and its address):

please indicate names of institutions and addresses

Signature of the authorised person of the lead beneficiary

Name and title of the signatory

Signature of the chief accountant of the lead beneficiary

Name of the signatory

Official Stamp of the lead beneficiary

Date and place

WHEN SUBMITTING SMALL PROJECT <u>CONSOLIDATED PROGRESS REPORTS TO JS:</u>	CHECKED/SUBMITTED
Report should be signed by authorized person on every page.	?
Documents should be submitted in appropriate order (paper and e-version).	?
The CPR shall be submitted to the JS in 1 (one) original and e-version (Excel). All annexes to the CPR shall be submitted to the JS in 1 (one) copy:	?
- Copies of project beneficiaries PRs confirmed by FLC; The certified copy should be prepared on the basis of the original confirmed by the FLC institution;	?
- Copy of "Declarations of validation of beneficiary expenditure" for all beneficiaries which have incurred expenditure during the reporting period;	?
- Information and publicity outputs;	?
- Copies of designation certificates (issued by Managing Authority) of all project beneficiaries from Lithuania (with 1st CPR);	?
- Economic classification table in case of Lithuanian beneficiaries (ORIGINAL).	?
'Copy' means a copy certified by a person authorized to do such certification in that institution. A relevant authorization to certify copies should be provided to the report as a supporting document.	?

Important: FLC has a right to suspend expenditure which were deemed ineligible or irregular in the given reporting period and to finalize its work and certify only those expenditure which were not questioned. In such cases the expenditure which is deemed ineligible or irregular in given reporting period but the FLC did not finalize its work shall be described separately and the final decision regarding such expenditure must be done during the verification of the following reporting period (expenditure can be shifted only to the next reporting period).

Only eligible expenditure should be included into CPR.

If there is suspended expenditure - it shouldn't be included in the CPR of the relevant reporting period (reflected only in PR and FLC declaration of validation of the beneficiary expenditure).

In the next reporting period: if after additional clarifications/corrections previously suspended expenditure appears to be eligible, it should be included in the CPR (but not in the PR). It should appear in the part 1.6.4 and the detailed description regarding the case should be provided by the FLC in the Declaration of validation of the beneficiary expenditure.

MOST COMMON MISTAKES	CHECKED/SUBMITTED
Designation certificate for the FLC of the Lithuanian beneficiary is missing.	?
Economic classification of the Lithuanian beneficiary is missing or only certified copy is attached.	?
Amounts indicated in words are not matching the ones indicated in figures.	?
The description of the activities is unclear, relation between planned and implemented activities as well as outputs/results achieved is not described.	?
Relation of expenditure to the implemented project activities is not proved.	?
Arithmetical mistakes in the Financial part.	?
The tables 4 and 5 are not filled in according to the detailed budget which is an Annex to the SC, moreover these two tables differ in the report (e.g. title of a budget line in table 4 differs from the title of the same budget line in table 5).	?
Data in financial tables are not matching with each other and/or with "Declarations of validation of beneficiary expenditure".	?
Annexes are not numbered and not described in the report.	?

WORD OF ADVICE
Use simple and clear language, be as specific as possible.
Collect all the documents related to project implementation and keep them in order.

The documents proving activities and information and publicity outputs should be grouped and marked by indicating the number of related activity according to approved AF on the right top corner of the page.