

SMALL PROJECT 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 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

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

Within 10 calendar days after the end of the relevant reporting period each beneficiary (including the lead beneficiary) prepare PR and sends all required supporting documents to its FLC, leaving enough time for FLC to carry out verification.

FORM

The PR shall be submitted to the FLC in 1 (one) original and e-version (Excel). All annexes to the PR shall be submitted to the FLC in 1 (one) copy.

The beneficiaries are obliged to prepare necessary documentation to be ready at the day of submission of the PR to the FLC. It will allow to provide the FLC with the documents requested by the FLC immediately.

After PR is approved by the FLC, all the beneficiaries are obliged to send copy of the approved PR and FLC declaration to the LB, so that LB could prepare the CPR.

LANGUAGE

The report is filled in English.

SMALL PROJECT 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 i.e. in case of Progress report the number of beneficiary submitting the report **LB, B2, B3 or B4** should be marked (i.e. **LT-PL-2S-001-LB**; **LT-PL-2S-001-B2**; etc.).

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

D – version of PR, i.e. **LT-PL-2S-001-LB-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-LB-1-2**; **LT-PL-2S-B2-1-3**; 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 PR.

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.

SMALL PROJECT PROGRESS REPORT FORM No. [insert number, e.g. LT-PL-2S-999-B2-1-1]

1. APPLICATION FOR PAYMENT

| 1.1. BENEFICIARY SUBMITTING APPLICATION | | | |
|---|--|---|-------------------|
| Application for payment submitted by the beneficiary | | <i>to be filled in from AF: beneficiaries number; name of the 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 budget of the project beneficiary, 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. Beneficiary 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 beneficiary, in euros | In figures | | |
| | In words | | |
| 1.4.2 Eligible expenditures incurred in the reporting period by beneficiary. | | | |
| 1.4.3. The eligible ERDF amount requested by the beneficiary, in euros | In figures | | |
| | In words | | |

1.4.3 The eligible ERDF amount requested by the beneficiary in the reporting period shall be calculated as 85% of the eligible expenditure incurred in the reporting period (the amount should not exceed 85%). The calculation has to be rounded down (e.g. 999,95 EUR x 85% = 849,9575 EUR, which should be rounded down to 849,95 EUR).

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.

| | | |
|--|------------|--|
| 1.4.4. Advance payment received by the beneficiary, 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. BENEFICIARY CONTACT DETAILS | | |
|---|---------------------|--|
| 1.5.1. Institution | Name | <i>The contact details of LB/B 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 or Partnership Agreement and in case of changes a written information should be enclosed</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 beneficiary

Name and title of the signatory

Signature of the chief accountant of the beneficiary

Official Stamp of the beneficiary

Name and title of the signatory

Date and place

| 1.6. TO BE FILLED IN BY FIRST LEVEL CONTROL INSTITUTION OF THE BENEFICIARY | | | |
|---|--|--|--|
| 1.6.1. Initial version of Application for payment registered in First Level Control Institution | Date of registration | <i>This part should be filled in by the relevant FLC representative by indicating the date of registration of the very first version of PR submitted to FLC institution</i> | |
| | Name, surname, position | | |
| | Signature | | |
| 1.6.2. Final version of Application for payment registered in First Level Control Institution | Date of registration | <i>If the first version of PR is being approved, the dates of registration in points 1.6.1 and 1.6.2 should be the same. In case the PR was corrected and consecutive version was prepared, the date of registration of the approved version of PR should be indicated in point 1.6.2.</i> | |
| | Name, surname, position | | |
| | Signature | | |
| 1.6.3. Application for payment checked | Date | | |
| | Name, surname, position | | |
| | Signature | | |
| 1.6.4. Application for payment approved in First Level Control Institution | Approved total eligible amount, in euros | | |
| | Approved ERDF amount, in euros | Note: in case the project beneficiary is returning the advance payment, here it should be indicated the approved ERDF amount and also split to the requested ERDF and deducted advance payment amount (matching data in the parts 1.4.3. and 1.4.4). | |
| | Date | | |
| | Name, surname, position | | |
| | Signature | | |

2. ACTIVITY PART

2.1. Description of the beneficiary activities in the reporting period (max 1000 characters)

IN PROGRESS REPORT DESCRIBE ONLY ACTIVITIES THAT YOUR INSTITUTION 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 PR**.*

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 IN PROPER ORDER

2.2. Planned project activities to be realized by the beneficiary in the next reporting period (max 600 characters)

*In case of **Final PR** report 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 500 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 400 characters)**Applicable to the final report***To be filled in for Final PR.*

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 PR 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 600 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? | | | | <p><i>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.</i></p> <p><i>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.</i></p> <p><i>Please be aware that "Not applicable" can be chose only if such activity was not taking place during the reporting period.</i></p> |
| 2.6.2 Have beneficiary activities contributed to the horizontal principle "Sustainable development" ? | | | | <p><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></p> |

| | | | |
|--|--|--|---|
| <p>2.6.3 Have beneficiary activities contributed to horizontal principle "Equal opportunities and non-discrimination"?</p> | | | <p><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></p> |
| <p>2.6.4 Have beneficiary activities contributed to the horizontal principle "Equality between men and women"?</p> | | | <p><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></p> |

3. PROJECT IMPLEMENTATION INDICATORS

3.1. Overview of indicators planned and achieved by the beneficiary

| 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 of the particular beneficiary 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, 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 of the particular beneficiary 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 of the particular beneficiary 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.

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 | <i>Direct costs (budget categories 3-6) by beneficiary*15%</i> | | <i>Direct costs (budget categories 3-6) by beneficiary*15%</i> |
| 3. Travel and accommodation costs | | | | | | 0.00 | 0.00 | 0.00 |
| 3.1. | <i>description from the financial summary</i> | | | | | | | |
| | <i>The name of product or service from the invoice / document of equal probative value, which constitutes eligible cost, should be indicated. The description should be clear and detailed enough that it would be possible to check the link to the project activities and the relation to the planned expenditure</i> | LB,B2, etc | <i>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.</i> | | 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 |
| 3.3. | | | | | | 0.00 | 0.00 | 0.00 |
| 3.4. | | | | | | 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 |
| 4.4. | | | | | | 0.00 | 0.00 | 0.00 |
| | | | | | | 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 |
| 5.4. | | | | | | 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 |
| 6.3. | | | | | | 0.00 | 0.00 | 0.00 |
| 6.4. | | | | | | 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"). |
| 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. |
| Preparation costs | CAN BE REPORTED ONLY IN THE FIRST REPORTING PERIOD - if approved in the AF, should be assigned only to the lead beneficiary in amount which is set in the detailed project budget. |
| 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 on 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 mark 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 in from SC</i> | <i>filled in 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 - the indicative amounts for the reports of the upcoming reporting periods The total eligible amount should match the approved budget of the relevant beneficiary |
| 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 relevant beneficiary</i> | |

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

DECLARATION OF THE BENEFICIARY

I, the undersigned:

- declare that activities have been performed according to activity and financial time schedule and the Subsidy Contract;
- state that this Application for payment is based only on the data submitted in the Activity part and Financial part of the 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 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 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 incurred and 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 the name of the institution and address

Signature of the authorised person of the beneficiary

Name and title of the signatory

Signature of the chief accountant of the beneficiary

Name of the signatory

Official Stamp of the beneficiary

Date and place

| WHEN SUBMITTING SMALL PROJECT <u>PROGRESS REPORTS</u> TO THE FLC: | CHECKED/SUBMITTED |
|--|-------------------|
| 1 original and e-version (Excel) of the PR should be submitted to FLC. All annexes to PR should be submitted to FLC in 1 copy. | ? |
| <i>Together with the PR should be submitted:</i> | |
| - Copies of documents certifying the incurred expenditures (e.g. invoices/other documents of equal probative value) and documents certifying the payments (e.g. bank transfer documents) *,**; | ? |
| - Copies of contracts, deeds of acceptance or the other documents confirming work done, service provided; | ? |
| - Documents proving activities (agendas, photos of the events, minutes of meetings, lists of participants; tangible outputs (strategies and other prepared documents, training programmes, etc.); | ? |
| - Information and publicity outputs (paper and/or digital, e.g. leaflets, brochures, press articles, photos of the promotional items; photos of the billboards, permanent explanatory plaques etc.; photos from the events; photos of the equipment, vehicles purchased with stickers; press releases with the list of recipients; CDs; agendas of the meetings; lists of participants; website print-outs; banners; video materials, etc.); | ? |
| - Other necessary documents according to requirements of FLC. | ? |
| * The documents certifying the incurred expenditures submitted by Lithuanian partners should be described in a unified way and contain project number and title. | ? |
| ** In addition, the documents certifying the incurred expenditures submitted by Polish partners should be described in a unified way and contain: | |
| - number and date of the conclusion of the Subsidy Contract, | ? |
| - number and title of the project, | ? |
| - description of relation between the expenditure and the project – budget category to which the expenditure relates shall be indicated (e.g. travel expenditures, external expertise and service costs, etc.), | ? |
| - amount of total eligible expenditure of the invoice/document of equal probative value, | ? |
| - EUR exchange rate applied, | ? |
| - amount of VAT in EUR, | ? |
| - breakdown of amount of total eligible expenditure of the invoice into ERDF funding and beneficiary contribution – in amounts (PLN and EUR), | ? |
| - accountancy or identification number under which invoice/document of equal probative value was registered, | ? |
| - provision of Public Procurement Law on basis of which the project (the expenditure) is performed or on basis of which the beneficiary is exempted from applying the public procurement procedures, | ? |
| - information on formal, merit and accountancy correctness, | ? |
| - information on co-financing form ERDF and Lithuania-Poland INTERREG V-A Programme, | ? |
| - certification of compliance of a copy with the original stamped and signed by authorized person (name stamp is sufficient). | ? |

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).

If after additional clarifications/corrections previously suspended expenditure appears to be eligible they shouldn't be included in the PR of next reporting period. It should only appear in part 1.6.4 and detailed description regarding the case should be provided by the FLC in the Declaration of validation of the beneficiary expenditure by first level controller.

After the PR is approved by the FLC, 2 certified copies and e-version (Excel) should be submit to the LB. 1 copy will stay with the LB, 1 will be forwarded to the JS as an annex to the CPR.

| WHEN SUBMITTING APPROVED BY FLC SMALL PROJECT PROGRESS REPORTS TO LB: | CHECKED/SUBMITTED |
|--|--------------------------|
| Report should be certified "copy true" by authorized person on every page. | ? |
| '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. | ? |
| Documents should be submitted in appropriate order, in 2 identical paper sets and additionally e-version , with the supporting documents: | ? |
| - Copies of "Declaration of validation of beneficiary expenditure" (if beneficiary have incurred any expenditures during the reporting period); | ? |
| - Information and publicity outputs; | ? |
| - Copies of designation certificates (issued by Managing Authority) of all project beneficiaries from Lithuania (with 1st PR); | ? |
| - Economic classification in case of Lithuanian beneficiaries (ORIGINAL). | ? |

| 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 "Declaration 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 certifying the incurred expenditures and the payments should be grouped according to list included in "Payment details". Documents should be marked by indicating the number of budget line from "Payment details" list on the right top corner of the page.

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.