

FREQUENTLY ASKED QUESTIONS on FINAL REPORTS/ONLINE EVENTS

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Why should I submit a final report?

Submitting a final report is a contractual obligation.

If your proposal is selected, you will receive a signed Grant Decision. The Annex II of this Decision, called '[General Conditions](#)' foresees, under n°23 'technical and financial reporting – requests for payment and supporting documents' that *the beneficiary shall submit a request for payment of the balance within 60 days following the end of each reporting period for which, in accordance with Article 4.1, a payment of the balance is due.* The request for payment is accompanied by a final report and a financial statement.

The Final report will show to what extent the project was implemented in accordance to the description provided in the approved application. It is on the base of the analysis of this report that the final payment will be made.

How do I know what the Final report looks like and where can I find help to fill it in?

You can find a preview of the eReport, along with other useful information, in the [Beneficiaires Space](#) for each call. An eReport Submission User Guide is available in our [Library](#).

When should I submit the Final Report (eReport)?

You must submit the eReport to the Executive Agency no later than 2 months after the end of the implementation period of the Grant Decision/Agreement as indicated in your contract (under Article 2.2). If your project is accomplished before the ending date of the implementation period indicated in your contract, you are encouraged to submit it earlier.

What documents do I need to submit?

In addition to filling in the eReport and its annexes, the information template must be published on the beneficiary and partners' websites. It provides details on the project's activities. The official template, making a clear reference to the Union financial support, has to be used:



The project « ... » was funded with the support of the European Union under the Programme "Europe for Citizens"

All necessary information and documents are available in the [Beneficiaires Space](#) for each call.

What type of evidence do I need to provide when submitting my Final Report?

The final grant is calculated based on:

- For Town Twinning: Number of invited participants (lump sums)
- For European Remembrance, Network of Towns and Civil Society Projects: events (unit contributions): the unit is the event and it is determined by taking into account the number of participants and the number of eligible countries they come from. In the case of several events, the unit costs corresponding to each event are accumulated.

- For European Remembrance, and Civil Society Projects: preparatory activities (lump sums) based on the number of the participants.

According to General Conditions n° 20 – *Identifiability and verifiability of the amounts declared*, art. 20.2 *records and other documentation to support the costs and contributions declared*, the beneficiary must provide the following upon request (in the context of the checks or audits described in General condition n° 27):

- adequate supporting documents to prove the number of units declared (number of participants and which country they come from), for example attendance lists, flights/hotel reservations etc..

According to General Conditions n° 27.2 and n° 27.3 the beneficiary has to keep all original documents for a **period of 3 years** (if the maximum amount of the grant awarded is not more than EUR 60 000) and for a **period of 5 year** (if the maximum amount of the grant awarded is more than EUR 60 000) starting from the date of payment of the balance. Therefore, the evidences of the project implementation (e.g. participants' lists and/or photos and/or catering & travelling invoices and/or boarding passes and/or any other proves) have to be kept in order to be provided upon request in the context of checks and audits.

What if the events took place online?

If in the approved application the beneficiary had foreseen online events, they - as for other events - should be able to provide evidence/supporting documents for the unit costs (participants and country they come from). Beneficiaries might use:

- online registration tools in which participants indicate their nationality,
- verifiable attendance list with a column for the nationality and relevant contact details;
- feedback forms from participants outlining their key information such as name and nationality,
- email evidence of invitations and acceptance to attend etc.

Note that the number of 'likes' on Facebook/Twitter cannot be considered as 'online events'.