



CHECKLIST

Please, fill in carefully ALL places framed in red!

Project title:		CRIS No:	
Beneficiary:		Date:	
		Place:	

INSTRUCTIONS

To verify the statement on the respective row is true, please mark with ✓ the checkbox in the last column, or choose the correct answer using the drop-down menu there.

Please, check carefully, if you have met all formal requirements for preparing the Final Report!

CHECKED BY:

(Name, Family and signature of
Beneficiary's representative)

SECTION OF THE REPORT	ITEMS VERIFIED	MARK, OR CHOOSE!
GENERAL	The information provided with this Report covers the whole implementation period, as specified in point 1.6 of the Narrative section .	<input type="checkbox"/>
	The information provided in the Narrative section corresponds to the financial information in the Financial section of the Report.	<input type="checkbox"/>
	All parts of the Report (<i>Request, Narrative & Financial sections, Audit report</i>) are prepared in English language .	<input type="checkbox"/>
	The Report is completed and signed by the Contact person .	<input type="checkbox"/>
	The Report (including the Narrative and Financial sections and the attachments to each of them), is prepared and submitted in two identical hard copies and an electronic one on a CD attached to the report .	<input type="checkbox"/>
	The whole package of the Report is submitted within the deadline specified in Art. 2.3 of the General Conditions .	<input type="checkbox"/>



SECTION OF THE REPORT	ITEMS VERIFIED	MARK, OR CHOOSE!
1. NARRATIVE	<u>All</u> sub-sections of the Narrative report template (Annex VI of the Grant Contract) are filled in. N/A is used where it is not applicable.	<input type="checkbox"/>
	The modifications of contracted activities (if any) are presented in detail and accordingly justified.	<input type="checkbox"/>
	The reasons for not-implementing some of the contracted activities (if any) and Beneficiary's corrective measures undertaken are presented in detail.	<input type="checkbox"/>
	The achieved outcomes, outputs and impact are presented in correlation with the goals and objectives of the action.	<input type="checkbox"/>
	The materials produced under the action are listed by type and quantity.	<input type="checkbox"/>
	The subcontracted supplies/services amounting to more than EUR 10000 are listed by type, amount, procedure and contractor.	<input type="checkbox"/>
	Copies of the project outputs (publications and analysis, public documents, evaluations and articles, videos, audio clips, software products, etc.) are attached to the Report.	<input type="checkbox"/>
	The promotional materials produced under the action (press-clippings, media publications, printed materials, photos, etc.) are attached to the Report.	<input type="checkbox"/>
	Copies of the documentary proofs for transfers of equipment and/or vehicles with a purchase cost of more than EUR 5000 per item are attached to the Report. ¹	<input type="checkbox"/>

¹ As provided in [Art. 7.3 of the General Conditions](#) (Annex II of the Grant Contract)



SECTION OF THE REPORT	ITEMS VERIFIED	MARK, OR CHOOSE!
2. FINANCIAL	All relevant columns and rows of the Final report sheet ² are carefully filled in and checked for calculation mistakes.	<input type="checkbox"/>
	The expenditures listed in the Final report sheet are incurred during the implementation of the Action, as specified in the Special Conditions ³ and amended by an addendum (if any).	<input type="checkbox"/>
	The budget modifications approved by the Contracting Authority with an administrative order are listed as final totals ⁴ in column F “Allowed reallocations” of the Final report sheet .	<input type="checkbox"/>
	Each of the project expenditures listed in the Final report sheet is presented in the currency actually used for it and then recalculated into Euro.	<input type="checkbox"/>
	The variations in column O of the Final report sheet are calculated as an absolute value of the difference between column E (<i>Budget costs as per contract/rider</i>) and column N (<i>Cumulated costs from start of implementation to present report included</i>)	<input type="checkbox"/>
	The <i>Sources of funding</i> sheet is filled in accordingly and corresponds to the Final report sheet .	<input type="checkbox"/>
	An <i>Expenditure verification report</i> ⁵ following the template of Annex VII of the Grant Contract is filled in, signed by the auditor approved by DEU and attached to the Report.	<input type="checkbox"/>
	A list detailing each item of expenditure incurred in the period covered by the Report, ⁶ and indicating for each its title, amount in the currency used and in EUR, relevant heading in the budget of the action and the reference of the justifying document, is attached to the Report.	<input type="checkbox"/>
	For the goods exceeding EUR 5000 per item, a certificate of origin is attached to the Report. ⁷	<input type="checkbox"/>
The amount of the interest or equivalent benefits accrued from pre-financing paid by the Contracting Authority is specified in a bank statement attached to the Report and is listed on line 28 in the Sources of funding sheet .	<input type="checkbox"/>	
3. ANNEXES	The <i>Request for balance payment</i> ⁸ is carefully filled in, signed by the authorised representative of the Beneficiary and attached to the Report.	<input type="checkbox"/>

² [Annex VI of the Grant Contract](#)

³ [Art. 2 of the Special Conditions](#) (Annex I of the Grant Contract)

⁴ The final result of the modifications approved with AO(s) by the Contracting Authority for the respective budget item.

⁵ Obligatory for actions with a grant of more than EUR 100000 ([Art. 15.6 of the General Conditions](#))

⁶ For actions with a grant of up to EUR 100000 and without an Expenditure Verification report.

⁷ According to [Article 2.2 of Annex IV](#) of the Grant Contract

⁸ [Annex V of the Grant Contract](#)