



Financial rules and guidelines

International cooperation grants

Narrative report

How to fill in the narrative report?

Please fill in the narrative report in the provided template.

Please note that in the narrative report you need to specify the numbers of audiences that interacted with the project. Please, differentiate them by categories: observers, training participants, partners, media, invited guests, etc.

What additional documents do I have to provide?

If applicable, please provide:

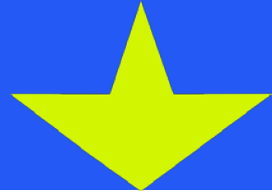
- A list of publications / broadcasts on the project with links and name of the media outlet
- Links to project website and social networks pages
- Links to posts on the project in social networks
- Video/photo report about the project
- All visual materials (posters, booklets, brochures, event programmes, other printed materials) from the project (in digital copy and hard copy 3 ex.)
- Project feedback (audience surveys, participant and partner feedback, focus group surveys, online surveys, etc.)

Please note that if public events are organised within the framework of the project, a short survey of the audience satisfaction should be conducted.

How to send the narrative report?

A paper copy of the completed report with attachments must be sent to House of Europe at the postal address indicated in the contract. It must bear the signature of the head of the organisation that applied for the grant and oversaw its administration.

Please email a digital version of the completed report with attachments to maria.ilyina@houseofeurope.org.ua. If the attachments are too large to be sent by email, please share them via [WeTransfer](#).



Financial Report

Good to know:

Please note that only expenses that were included in the original budget can be reimbursed. If you want to add an expense to the budget please agree with House of Europe **in advance** in written form.

The amounts of individual budget items and budget categories can change (increase or decrease) compared to the planned amounts. If the amount of a budget category changes by more than 20%, please agree with House of Europe **in advance** in written form. The total grant sum cannot be increased.

If during the implementation of the project any modifications to the budget were agreed with House of Europe, please add copies of letters or other documentation of this to the electronic and hard copy of your financial report.

How to fill in the form?

Firstly, please copy the **planned** budget into the provided financial report template (Excel spreadsheet). The planned budget is the budget you submitted with your original application, unaltered, as it was included in the grant agreement.

In the adjacent columns marked with green, please enter all **actually occurred** expenses. The original budget must be left untouched: You cannot add new cost estimates or fill in sections left blank in the original budget.

What supporting documentation do I have to attach?

Each expenditure line must be supported by corresponding financial documentation, e. g. invoices, bills of lading, subcontractor agreements (if any), boarding passes, tickets, purchase receipts, checks, housing reservation information, proof of payments (bank account statement), etc. If your project involves the payment of wages please provide a signed employment contract, payrolls withholding tax deductions, statement of payments (e. g. transaction receipt, cash desk receipt), and a timesheet indicating billable hours (please see financial guidelines and instructions).

Please put the corresponding financial documentation in the order of the categories in the budget. Within one budget line, please arrange the documentation in chronological order.

Please note, that ONLY for the “Meals” line item you are not required to provide documentation of expenditures. These funds are distributed at a “flat rate”. Thus, here you are not able to exceed the value of this line item, **please see Country rates of House of Europe.**

Please provide copies of agreements between all partners.



Co-funding and any additional funding from another sponsor must be confirmed by proof of receipt (donor agreement, bank statement, etc.).

Please note that financial reporting (including all supporting documentation) is required for the total amount of the project, including co-funding.

All documentation submitted must bear the signature of the head of the organisation which oversaw the grant implementation and the stamp of same organisation. Please mark on each document the line in the budget to which it belongs.

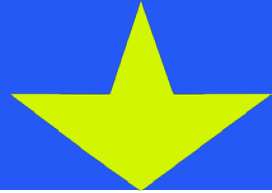
Claimed expenses without documented proof will not be reimbursed.

How to send the financial report?

The filled in financial report template (Excel spreadsheet) must be submitted in hard copy to the House of Europe as indicated in the contract. It must bear the signature of the head of the organisation that applied for and oversaw the grant implementation and the stamp of same organisation.

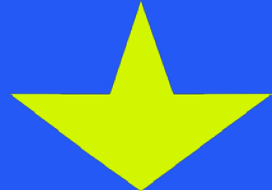
Please email the report and attachments to maria.llyina@houseofeurope.org.ua. If the attachments are too large to be sent by email, please share them via [WeTransfer](#).

Please do not send original copies of supporting documents. For the supporting documents, scans are sufficient.

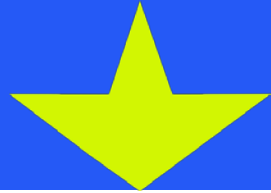


Financial guidelines and instructions

Documentation required for the final accounting of the grant / project audit		
<ul style="list-style-type: none"> copies of documents, archives and files with written brief translation into English 		
Type of cost	Short description	Required documents
Labour costs	<ul style="list-style-type: none"> Include gross salary and statutory contributions (including other statutory compensation - sickness, leave) Contractual engagements for the project Timesheets, listing only hours worked on the project (indicating holidays, vacation, sickness, etc.) Within the institution, the total workload of a worker should not exceed the advantageous 1.0 normal workload (40 hours per week). The name and identification of the project must always be stated in the contract. 	<ul style="list-style-type: none"> Signed employment / work contracts and amendments Copies of returns to the relevant authorities in respect of social security contributions, social insurances, payroll withholding tax deductions, and, in general, any other returns that must be submitted to official authorities of the country Other types of contracts - mandate, etc. Payroll sheets Proof of payment of the net salaries to the employees (bank account statements - conclusive payment of salary, wage, statutory payments, and taxes) Any other documents relating to the payment of salaries, wages Invoices from private entrepreneurs Acceptance acts of services according to the agreement



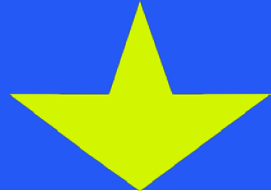
<p>Service agreements</p>	<ul style="list-style-type: none"> ▪ The name and identification of the project must always be stated in the agreements. ▪ The duration of the agreement must not exceed 3 months (for agreements with natural persons). 	<ul style="list-style-type: none"> ▪ Service agreement ▪ Acceptance acts of services according to the agreement ▪ Proof of payment - bank account statement (showing the payee, the account number, and the amount paid), cash receipts including cash books and bank withdrawal receipt
<p>Travel costs</p>	<ul style="list-style-type: none"> ▪ Trips only for the project related purpose ▪ Distinction between travel, accommodation and meals ▪ A strict distinction is necessary for different currencies! (also applies to other cost categories) ▪ In the case of settlement via cash registers it is necessary to have evidence for this action - ideally including cash register book where it will be evident that money has been deposited into the cash register from a bank account, and a report of withdrawal from the bank account ▪ Travel request, invoices, business trip justification, fiscal documents must bear the name and identification of the project 	<ul style="list-style-type: none"> ▪ The purpose of a mission report is to evidence that the work has actually taken place and is in the interest of the project ▪ Travel documents must be provided (invoices, receipts, used tickets, plane tickets+ boarding pass!!!) ▪ Proof of payment - bank account statement (showing the payee, the account number and the amount paid), cash receipts including cash books and bank withdrawal receipt
<p>Taxi</p>	<ul style="list-style-type: none"> ▪ Use of taxi - only in exceptional cases (in the evening or early morning 23:00 - 06:00; there is no public transport to the destination) 	<ul style="list-style-type: none"> ▪ Written clarification is obligatory



<p>Flight</p>	<ul style="list-style-type: none"> ▪ It is always necessary to have tickets and a boarding document (if missing, it might be a problem) ▪ Always have boarding pass! - if electronic, require printing ▪ Travel is only possible in Economy Class ▪ Purchase of air tickets on the basis of economic rationality, choosing from a minimum of three offers 	<ul style="list-style-type: none"> ▪ Comparison of a minimum of three offers for a flight ▪ Supporting documents (invoices, receipts...) ▪ Used tickets, boarding passes ▪ Proof of payment (see above)
<p>Train</p>	<ul style="list-style-type: none"> ▪ Travel is possible only second Class 	<ul style="list-style-type: none"> ▪ Payment receipt ▪ Tickets ▪ Proof of payment (see above)
<p>Accommodation costs and daily expenses</p>	<ul style="list-style-type: none"> ▪ The accommodation costs and daily expenses are regulated by the country rates provided by the House of Europe ▪ Daily expenses are calculated as 20% for breakfast, 40% for lunch, 40% for dinner. If breakfast is included in the price of accommodation, the daily expenses are 20% less 	<ul style="list-style-type: none"> ▪ Accommodation – order, invoices, other fiscal documents ▪ Proof of payment (see above)
<p>Meals</p>	<ul style="list-style-type: none"> ▪ The limits are set by the country rates provided by the House of Europe ▪ Alcoholic beverages are not reimbursable except beer, wine and sparkle wine ▪ Luxury meal will not be reimbursed ▪ Tips are not reimbursable Exception if the cost of service is included in the 	<ul style="list-style-type: none"> ▪ Payment receipt ▪ Proof of payment - bank account statement (showing the payee, the account number and the amount paid), cash receipts including cash books and bank withdrawal receipt ▪ Fiscal documents (invoices, receipts, etc.) ▪ Agenda of meeting /event /workshop ▪ List of participants



	total amount of the check and is not handwritten	
Procurement costs	<ul style="list-style-type: none"> ▪ Purchase of goods ▪ Purchase of services ▪ When purchasing goods and services for amounts ≥500,00 Euro, it is necessary to gather three written offers from different suppliers. The decision must be justified in a comprehensive manner in an award note. ▪ Orders, payments, and invoices / tax documents must bear the name and identification of the project. ▪ PE registration documents should be provided if you plan to pay to a private entrepreneur. ▪ Please mind the nationality and origin rule (Eligible countries list). ▪ Please check your suppliers against sanctionsmap.eu. 	<ul style="list-style-type: none"> ▪ Order ▪ Fiscal document (invoices, receipts) ▪ Contracts ▪ Official invoice* ▪ Proof of payment - bank account statement (showing the payee, the account number, and the amount paid), cash receipts including cash books and bank withdrawal receipt ▪ Tender documentation (call for proposal documents, technical specifications, instructions to tenderers, terms of reference, evaluation matrix, at least three written offers, award note and other similar documents) ▪ Documentation in case of purchase without tender (justification of decision on the pre-selection, evaluation matrix, award decision) ▪ Proof of delivery of services or goods (acceptance act, delivery slips, etc.) ▪ Proof that taxes and/or VAT have been paid ▪ Copy of publications made ▪ Copy of invitations sent to participants, including proof of dispatch / acknowledgement of receipt ▪ Evidence that EU visibility is ensured (all published and



		<p>electronic materials must be specified with Grantor's logo House of Europe and the logo Moving Forward Together, as well as information that the Project is implemented with the financial support of the Grantor and the EU)</p> <ul style="list-style-type: none"> ▪ A copy of the document confirming the state registration of the entrepreneur (extract or extract from the Unified State Register, indicating the types of activity); a copy of the extract from the EP payer register
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*Supplier's official invoice has to be established following the laws and rules of the country of the supplier. A pro-forma invoice is not accepted as an official invoice, but only as a price offer.

Please make sure that all invoices contain the following information:

1. Full official name and seat address of the supplier, together with his contact details (e.g. telephone, email, website)
2. Official registration number of the supplier in the country where he is established (e.g. commercial registry number, VAT number)
3. Bank account number of the supplier
4. Identification of the Entity to which the invoice is addressed
5. Detailed description (list) of the items sold and unit prices/description of the service
6. Total amount to be paid with an indication of the currency (incl. or excl. of VAT or other taxes)