

Guidelines for preparing the Final Report on Expenditure of Funds for multi-year funding in 2022-2023

These guidelines provide a brief overview of the particularly important aspects to be considered for the reporting on the multi-year funding from 2022 to 2023.

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General Information

1. Which documents must be submitted for the Final Report on Expenditure of Funds?

In the case of multi-year funding, the Final Report on Expenditure of Funds covers the entire funding period. It consists of six documents which the grant recipient (you) has to submit together:

- Cover Sheet *Final Report on Expenditure of Funds* (Appendix 8 to the Grant Transfer Agreement) (questions 4 to 6),
- Summary Report for the entire funding period (questions 7 to 10),
- Financial Reports (questions 11 to 18)
 - Two Financial Reports (one for each calendar year),
 - Overall Financial Report,
- Checklist (questions 19 to 21).

2. Where do we find the templates for these documents?

Templates for the Cover Sheet *Final Report on Expenditure of Funds* (Appendix 8), the Summary Report and the Checklist are available for download at our website:

- In English – <https://www.ifa.de/en/fundings/zivik/>, Section “Documents related to the Grant Transfer Agreement”.
- In German – <https://www.ifa.de/foerderungen/zivik/>, Abschnitt „Unterlagen zum Weiterleitungsvertrag“.

The three Financial Reports are part of the project finances files, with which you became already familiar during the funding period.

3. When is the Final Report on Expenditure of Funds accepted?

Only when all the above-mentioned documents (including all related documents, question 20) have been properly submitted, the Final Report is complete and will be accepted.

Appendix 8 to the Grant Transfer Agreement

Anlage 8 zum Weiterleitungsvertrag

4. What amount do we state as "Grant in the Amount of"?

In the case of multi-year funding, the amount of the total grant for both years (2022 + 2023) must be stated. This is the amount according to Art. 1 of the Grant Transfer Agreement, or in case of revisions, according to the latest approved version of the Overall Financial Plan.

5. Which figures do we state in Part B?

The figures need to reflect the entire funding period in 2022 + 2023. Therefore, indicate here the same numbers as in column G of the Overall Financial Report (question 16) – more exactly:

- 1.1 "Grant from ifa, Funding Programme zivik": cell G31
- 1.2 „Own resources“: cell G28
- 1.3 „Third-party funds and other resources“: cell G29
- "Total income": cell G32
- 2. „Total expenses“: cell G24
- 3. "Reduced expenses (+) / Additional expenses (-)": cell G34 and G35
 - Both + or - : add numbers up and only state total amount
 - one +, one - : state each amount separately

6. Who signs Appendix 8 to the Grant Transfer Agreement?

Appendix 8 must be stamped and signed by personnel authorised to sign legally binding documents. Normally, it is the same person who also signed the Grant Transfer Agreement. Please note that it is not sufficient to copy paste a signature into the Word file. It must be printed and signed in paper, and then submitted by scan or photocopy.



Anlage 8 / Appendix 8

Verwendungsnachweis
zum Weiterleitungsvertrag (Förderprogramm zivik)
Final Report on Expenditure of Funds
relating to the Grant Transfer Agreement (zivik Funding programme)

Zuschussempfängerin Grant Recipient	[Name der Organisation / Name of the organisation]
Projekttitel Project title	[Projekttitel / Project title]
Projektförderung Nr. Project Funding No.	zivik_P: _____/2_
Förderzeitraum Funding period	XX.XX.XX - XX.XX.XX
Höhe des Zuschusses/ Grant in the Amount of	XXXXX EUR
Zuschussart Type of grant	Projektfinanzierung Project funding
Finanzierungsform Nature of funding	nicht rückzahlbar non-repayable
Finanzierungsart ¹ Type of financing ²	<input type="checkbox"/> Vollfinanzierung Full financing mode <input type="checkbox"/> Fehlbedarfsfinanzierung Deficit-financing mode

1 Gemäß Finanzierungsplan, Anlage 2 zum Weiterleitungsvertrag (letztinglge Fassung) /
In accordance with the Financial Plan, Appendix 2 of the Grant Transfer Agreement (most recent version)
2 Gemäß Weiterleitungsvertrag, § 1 / According with the Grant Transfer Agreement, Art. 1

Amount of the
TOTAL grant
2022 + 2023

A. Sachbericht (Teil A) Summary Report (Part A)

Darstellung der Verwendung des Zuschusses sowie der erzielten Ergebnisse (Maßnahmen) in Beziehung zu den erreichten Veränderungen (outcomes).
Darstellung der wichtigsten Positionen des zahlenmäßigen Nachweises (Teil B des Verwendungsnachweises) und die Notwendigkeit und Angemessenheit der geleisteten Arbeit. (Siehe Vorlage Leitfaden Sachbericht – zum Download: <https://www.ifa.de/for/granttransfer/zivik/>)

Description of both, the expenditure of funds as well as the achieved outputs (activities) in relation to the achieved changes (outcomes).
Description of the most important parts of your Financial Report (Part B of the Final Report on the Expenditure of Funds) and the necessity and adequacy of the accomplished work. (See Guidelines Summary Report – download at <https://www.ifa.de/en/funding/zivik/>)

Anlage 8 / Appendix 8

2023-24

B. Zahlenmäßiger Nachweis (Teil B) Financial Report (Part B)

Abschluss des zahlenmäßigen Nachweises am
Financial report as of
Geltend auf der Grundlage der zuletzt vereinbarten Version
des Finanzierungsplans (Anlage 2) in der Fassung vom
Established on the basis of the most recently agreed version
of the Financial Plan (Appendix 2), dated

XXXX,20XX
XXXX,20XX

1. Einnahmen Income	
1.1 Zuschuss des ifa, Förderprogramm zivik Grant from ifa, Funding Programme zivik	EUR
1.2 Eigenmittel Own resources	EUR
1.3 Drittmittel und sonstige Einnahmen Third-party funds and other resources	EUR
Summe der Einnahmen Total income	EUR
2. Summe der Ausgaben Total expenses	EUR
3. Minderausgaben (+) / Mehrausgaben (-) Reduced expenses (+) / Additional expenses (-)	EUR

Overall Financial
Report
Column G

Die Richtigkeit der Eintragung und des Abschlusses wird hiermit bestätigt.
The accuracy of the entries and the final accounting is hereby certified.

Es wird ferner bestätigt, dass
Further, the undersigned confirms (confirm) that

- die Ausgaben notwendig waren,
the expenditures were necessary,
- die geförderte Maßnahme wirtschaftlich und sparsam durchgeführt worden ist,
the funded endeavor has been conducted in an economical manner,
- die Angaben im Verwendungsnachweis mit den Belegen und Büchern übereinstimmen.
the entries in the Final Report on Expenditure of Funds are consistent with the books and receipts.

Rechtsverbindliche Unterschriften) der zur rechtsgeschäftlichen Vertretung befugten Personen)
Authorised signatory(ies) for legally binding documents

Ort/Place	Unterschrift/Signature
Vorname(n), Nachname(n), Funktion(en) First Name(s), Surname(s), Capacity(ies)	Unterschriften) und STEMPSEL Signature(s) and STAMP

Original
Signatures
NO copy paste!

Anlage 8 / Appendix 8

2023-24

Summary Report

Sachbericht



SUMMARY REPORT

for ifa/zivik-funded Project No __P-____/ (enter 1 letter and 5 figures)

Guidelines for preparing the summary report

The Summary Report (Part A of the Final Report on Expenditure of Funds) shall provide a detailed description of the grant utilisation, as well as the achieved results (activities) in relation to the achieved changes (outcomes).

The basis for compiling the Summary Report is:

- the identification of key actors, activities, outcomes and milestones (process indicators) in Appendix 1 of the Grant Transfer Agreement (GTA)
- and the financial plan given in Appendix 2 of the GTA, most recent versions agreed.

The Summary Report should focus on the most important issues of your Statement of Accounts (Part B of the Final Report on the Expenditure of Funds) and in particular emphasise the necessity and adequacy of the accomplished operation. In case that you have agreed amendments to Appendices 1 or 2 of the GTA with ifa/zivik during the funding period, the amendments must be declared in this report (number 8).

The Summary Report should not exceed 20 pages if possible.
The following structure (Guidelines) for compiling the report is mandatory:

1. Were there any changes in your conflict analysis / analysis of the reform and democratisation process / analysis of the democratisation process (see your application, 4.a), which have influenced the project implementation? If yes, which ones?

...

7. What period must the Summary Report cover?

In the case of multi-year funding, the Summary Report must reflect the entire funding period according to Art. 1 of the Grant Transfer Agreement (*Weiterleitungsvertrag*) and therefore cover both calendar years (2022 and 2023).

8. To which documents does the Summary Report refer?

The latest approved version of the Project Planning (Appendix 1 to the Grant Transfer Agreement) is mandatory and is the basis for the Summary Report. In the Summary Report you must discuss in detail the implementation of the project for the entire funding period, the achieved results of the project, and the expenses of the funds granted (including expenses above or below the approved Financial Plan).

9. Do we have to consider a certain structure for the Summary Report?

It is always necessary to maintain the same structure in the Summary Report as was used in the Project Planning. But when receiving a multi-year funding this is particularly important in order to facilitate the audit.

10. Do we need to sign the Summary Report?

No, the Summary Report becomes part of the Cover Sheet (Part A.) and is confirmed with your signature on this document. Please send a Word file of your Summary Report.

Financial Reports

Finanzberichte

11. How many Financial Reports do we need to submit?

In the case of multi-year funding, three reports need to be submitted:

One Financial Report for each calendar year (one for 2022 and one for 2023), plus the Overall Financial Report for the two years combined.

12. To which documents do the three Financial Reports refer?

The latest approved version of the Financial Plan (Appendix 2 to the Grant Transfer Agreement) is mandatory and is the basis for the Financial Reports.

13. What period must the Financial Report for the calendar year 2022 cover?

The Financial Report for 2022 must reflect only the first calendar year (2022).

In this report, you must list only those expenses, that have been agreed on in the Financial Plan for the calendar year 2022, and that have been paid with income (ifa/zivik grant, own resources and third-party funds/other resources) from the same year 2022.

14. Is the Financial Report for the calendar year the same one we already submitted for the Interim Report per Individual Fiscal Year 2022?

In many cases, yes. As a rule, you submit the same Financial Report 2022 as you already did with the Interim Report per Individual Fiscal Year 2022. The submission at this stage is obligatory, even if the Financial Report 2022 is unchanged.

However, if you have received comments from ifa/zivik regarding your Financial Report 2022 as a result of the audit of your Interim Report per Individual Fiscal Year 2022, it is absolutely necessary to take them into account and revise the Financial Report 2022 accordingly!

In the case of any revision to the Financial Report 2022, a corresponding note is appreciated when submitting the documents.

15. What period must the Financial Report for the calendar year 2023 cover?

The Financial Report for 2023 must reflect only the second calendar year (2023).

In this report, you must list only those expenses, that have been agreed on in the Financial Plan for the calendar year 2023, and that have been paid with income (ifa/zivik grant, own resources and third-party funds/other resources) from the same year 2023. Make sure not to enter any expenses in this report, that have been paid with those parts of the funds which you have requested and received in the previous calendar year (2022)!

16. What period must the Overall Financial Report cover?

The Overall Financial Report must reflect the entire funding period and therefore cover both calendar years (2022 and 2023).

17. Anything else we need to keep in mind for the Overall Financial Report?

Copying the numbers from different files in the file of the Overall Financial Report, please do not copy the cell in total but only the value – or enter the number by hand! Otherwise, the connections between the different files could lead to technical problems.

18. Do we need to sign all three Financial Reports?

Yes, all three Financial Reports must be signed by personnel authorised to sign legally binding documents. Please note that it is not sufficient to copy paste a signature into the Excel files. The main reporting sheet of all three files must be printed and signed in paper, and then submitted by scan or photocopy. In addition, the three files, including all the sheets must be submitted in Excel.

Financial Report for calendar year 2022 – Finanzbericht für Kalenderjahr 2022

Financial report for calendar year YYYY		Date:	DD.MM.YYYY
Project number:	[please enter: Number as in the Grant Transfer Agreement]	Question #13 2022	
Project title:	[please enter: Project title as in the Grant Transfer Agreement]		
Grant recipient :	[please enter: Grant recipient as in the Grant Transfer Agreement]		
Reporting period:		DD.MM.YYYY - DD.MM.YYYY	

Instruction for completing: In this double-lined section, all entries are automatically taken from the Financial plan and overviews of expenses/incomes. For this purpose, all booking data must be entered in the following overview for individual types of expenses, types of income and the ifa/zivik grant.

Total funding in calendar year		YYYY	DD.MM.YYYY - TT.MM.YYYY	
TYPE OF EXPENSES as specified in Appendix 2 (Financial plan) of the Grant Transfer Agreement	Expense as in Appendix 2	Expenses as per receipts	Differences to Appendix 2	
			%	in figures
1. Project-related expenses for salaries and remunerations	0,00 €	0,00 €	#DIV/0!	0,00 €
2. Project-related expenses for fees (freelance contracts)	0,00 €	0,00 €	#DIV/0!	0,00 €
3. Project-related expenses for trainings	0,00 €	0,00 €	#DIV/0!	0,00 €
4. Project-related expenses for lease rental charges	0,00 €	0,00 €	#DIV/0!	0,00 €
5. Project-related expenses for travel / transportation	0,00 €	0,00 €	#DIV/0!	0,00 €
6. Project-related expenses for board and lodging	0,00 €	0,00 €	#DIV/0!	0,00 €
7. Project-related expenses for public relations, printing and translation contracts	0,00 €	0,00 €	#DIV/0!	0,00 €
8. Project-related expenses for evaluation (internal / external)	0,00 €	0,00 €	#DIV/0!	0,00 €
9. Other project-related expenses	0,00 €	0,00 €	#DIV/0!	0,00 €
Total Expenses (1.-9.)	0,00 €	0,00 €	#DIV/0!	0,00 €
10. Lump sum for administrative expenses	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!
Total expenses (incl. administrative expenses - lump sum)	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!

TYPE OF INCOME as specified in Appendix 2 (Financial plan) of the Grant Transfer Agreement	Income as in Appendix 2	Income as per receipts	Differences to Appendix 2	
			%	in figures
11. Own resources	0,00 €	0,00 €	#DIV/0!	0,00 €
12. Third-party funds and other resources	0,00 €	0,00 €	#DIV/0!	0,00 €
Total Income (11.-12.)	0,00 €	0,00 €	#DIV/0!	0,00 €
ifa/zivik grant	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!
Total Income + ifa/zivik grant	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!

Control calculation: Lump sum for administrative expenses	Specified in Appendix 2	Utilised so far	The rate / the Euro amount used in total can not exceed the rate / Euro amount approved in Appendix 2.
Administrative expenses in per cent	#DIV/0!	#DIV/0!	
Administrative expenses in Euro	#DIV/0!	0,00 €	
UNDER- OR OVERSPENT FUNDING (expenses - income - ifa/zivik grant)		0,00 €	+: Underspent -: Overspent

Factually accurate:	Name - Authorised signatory for legally binding documents	DD.MM.YYYY	Stamp Signature
		Date	
Validity of the figures:	Name	DD.MM.YYYY	Signature
		Date	

Original Signatures
NO copy paste!

Financial Report for calendar year 2023 – Finanzbericht für Kalenderjahr 2023

Financial report for calendar year YYYY		Date:	DD.MM.YYYY
Project number:	[please enter: Number as in the Grant Transfer Agreement]	Question #15 2023	
Project title:	[please enter: Project title as in the Grant Transfer Agreement]		
Grant recipient:	[please enter: Grant recipient as in the Grant Transfer Agreement]		

Reporting period:	DD.MM.YYYY - DD.MM.YYYY
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Instruction for completing: In this double-lined section, all entries are automatically taken from the Financial plan and overviews of expenses/incomes. For this purpose, all booking data must be entered in the following overview for individual types of expenses, types of income and the ifa/zivik grant.

Total funding in calendar year	YYYY	DD.MM.YYYY - TT.MM.YYYY
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TYPE OF EXPENSES as specified in Appendix 2 (Financial plan) of the Grant Transfer Agreement	Expenses as in Appendix 2	Expenses as per receipts	Differences to Appendix 2		Differences must be explained in the Summary Report (only at the end of a calendar year resp. at project end)
			%	in figures	
1. Project-related expenses for salaries and remunerations	0,00 €	0,00 €	#DIV/0!	0,00 €	
2. Project-related expenses for fees (freelance contracts)	0,00 €	0,00 €	#DIV/0!	0,00 €	
3. Project-related expenses for trainings	0,00 €	0,00 €	#DIV/0!	0,00 €	
4. Project-related expenses for lease rental charges	0,00 €	0,00 €	#DIV/0!	0,00 €	
5. Project-related expenses for travel / transportation	0,00 €	0,00 €	#DIV/0!	0,00 €	
6. Project-related expenses for board and lodging	0,00 €	0,00 €	#DIV/0!	0,00 €	
7. Project-related expenses for public relations, printing and translation contracts	0,00 €	0,00 €	#DIV/0!	0,00 €	
8. Project-related expenses for evaluation (internal / external)	0,00 €	0,00 €	#DIV/0!	0,00 €	
9. Other project-related expenses	0,00 €	0,00 €	#DIV/0!	0,00 €	
Total Expenses (1.-9.)	0,00 €	0,00 €	#DIV/0!	0,00 €	
10. Lump sum for administrative expenses	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!	
Total expenses (incl. administrative expenses - lump sum)	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!	

Financial Plan 2023

Expenses in 2023

TYPE OF INCOME as specified in Appendix 2 (Financial plan) of the Grant Transfer Agreement	Income as in Appendix 2	Income as per receipts	Differences to Appendix 2		Differences must be explained in the Summary Report
			%	in figures	
11. Own resources	0,00 €	0,00 €	#DIV/0!	0,00 €	
12. Third-party funds and other resources	0,00 €	0,00 €	#DIV/0!	0,00 €	
Total Income (11.-12.)	0,00 €	0,00 €	#DIV/0!	0,00 €	
ifa/zivik grant	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!	
Total Income + ifa/zivik grant	#DIV/0!	0,00 €	#DIV/0!	#DIV/0!	

Income in 2023

Control calculation: Lump sum for administrative expenses	Specified in Appendix 2	Utilised so far	The rate / the Euro amount used in total can not exceed the rate / Euro amount approved in Appendix 2.
Administrative expenses in per cent	#DIV/0!	#DIV/0!	
Administrative expenses in Euro	#DIV/0!	0,00 €	
UNDER- OR OVERSPENT FUNDING (expenses - income - ifa/zivik grant)		0,00 €	+ : Underspent - : Overspent

Factually accurate:	Name - Authorised signatory for legally binding documents	Date	Stamp Signature
		DD.MM.YYYY	
Validity of the figures:	Name	Date	Signature
		DD.MM.YYYY	

Original Signatures
NO copy paste!

Overall Financial Report – Gesamtfinanzbericht

OVERALL FINANCIAL REPORT FOR 2022 - 2023					Date:	DD.MM.YYYY	
Project number:	[please enter: Number as in the Grant Transfer Agreement]				Question #16 2022 - 2023		
Project title:	[please enter: Project title as in the Grant Transfer Agreement]						
Grant recipient:	[please enter: Grant recipient as in the Grant Transfer Agreement]						
Reporting period:					DD.MM.YYYY - DD.MM.YYYY		
<small><i>Instruction for completing: The Overall Financial Report must be completed only once - after the end of the funding period and together with the Final Report on Expenditure of Funds. In this double-lined section, only make changes in the white coloured cells. All grey coloured entries are automatically calculated.</i></small>							
TYPE OF EXPENSES as specified in Appendix 2 (Financial plan) of the Grant Transfer Agreement	Overall expenses as in Appendix 2	Expenses as per receipts (2022)	Expenses as per receipts (2023)	Expenses as per receipts (2022 + 2023)	Differences to Appendix 2		Differences must be explained in the Summary Report
					%	in figures	
1. Project-related expenses for salaries and remunerations	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
2. Project-related expenses for fees (freelance contracts)	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
3. Project-related expenses for trainings	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
4. Project-related expenses for lease rental	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
5. Project-related expenses for travel / transport	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
6. Project-related expenses for board and local authorities	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
7. Project-related expenses for public relations and translation contracts	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
8. Project-related expenses for evaluation (internal / external)	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
9. Other project-related expenses	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
Total Expenses (1.-9.)	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
10. Lump sum for administrative expenses	#DIV/0!	0,00 €	0,00 €	0,00 €	#DIV/0!	#DIV/0!	
Total expenses (incl. administrative expenses - lump sum)	#DIV/0!	0,00 €	0,00 €	0,00 €	#DIV/0!	#DIV/0!	
TYPE OF INCOME as specified in Appendix 2 (Financial plan) of the Grant Transfer Agreement	Income as in Appendix 2	Income as per receipts (2022)	Income as per receipts (2023)	Income as per receipts (2022 + 2023)	Differences to Appendix 2		Differences must be explained in the Summary Report
					%	in figures	
11. Own resources	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
12. Third-party funds and other resources	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
Total Income (11.-12.)	0,00 €	0,00 €	0,00 €	0,00 €	#DIV/0!	0,00 €	
ifa/zivik grant	#DIV/0!	0,00 €	0,00 €	0,00 €	#DIV/0!	#DIV/0!	
Total Income + ifa/zivik grant	#DIV/0!	0,00 €	0,00 €	0,00 €	#DIV/0!	#DIV/0!	
UNDER- OR OVERSPENT FUNDING (expenses - income - ifa/zivik grant)	2022	0,00 €	2022 + 2023 Overspent	0,00 €	+: Underspent -: Overspent <small>Notice: Negative figures in one calendar year are not offset against positive figures from another calendar year.</small>		
	2023	0,00 €	2022 + 2023 Underspent	0,00 €			
Factually accurate:		DD.MM.YYYY		Stamp			
Name - Authorised signatory for legally binding documents		Date					
Validity of the figures:		DD.MM.YYYY		Signature			
Name		Date					

Original Signatures
NO copy paste!

Checklist

Checkliste

Checkliste für die Erstellung des Verwendungsnachweises (VWN)			
zur Projektförderung Nr. zivik. __P-_____/20__			
(laut Weiterleitungsvertrag, 1 Buchstaben, 5 Ziffern eintragen)			
Auf Grundlage des Weiterleitungsvertrags (WLV) sowie aller Anlagen:			
	ja	nein	entfällt
1. Einhaltung des Förderzeitraums			
1.1.	Wurden die Projektaktivitäten im Förderzeitraum durchgeführt?		
1.2.	Wurden alle Zahlungen im Förderzeitraum getätigt?		
2. Vollständigkeit der Unterlagen			
Sachbericht			
2.1.	(Hinweis: Es ist die Vorlage "Leitfaden - Sachbericht" zu verwenden, nicht die Vorlage "Leitfaden - Zwischenbericht")		
Zahlenmäßiger Nachweis			
2.2.	(Hinweis: Bei mehrjährigen Förderungen sind drei Finanzberichte einzureichen!)		
A) im Excel-Format			
2.3.	B) Finanzübersicht als Scan mit Stempel und Unterschriften		
Deckblatt des "Verwendungsnachweises" (= Anlage 8)			
2.4.	mit Unterschrift der zeichnungsbefugten Person und Stempel (Scan/Foto)		
2.5.	Checkliste		
Falls zutreffend, sind die folgenden Unterlagen (2.6.-2.11.) mit einzureichen:			
2.6.	Evaluationen und/oder Baseline Studies		
2.7.	Nachweise über Wechselkurse (Bankauszüge, Wechselstubenbelege etc.)		
2.8.	Unterschriebene Teilnahmelisten		
Publikationen, Filmdokumentationen etc.			
2.9.	Im Falle von Print- oder DVD-Produktionen: Wurden von jeder Publikation zwei Belegexemplare per Post an ifa/zivik in Berlin, Deutschland geschickt?		
2.10.	Angebots- und Vergabedokumentation (vgl. WLV § 12)		
2.11.	Weitere Unterlagen, die dem Nachweis des Projektziels dienen, z. B. Medienspiegel, Fotos		
- Einhaltung der Mitteilungspflichten bei Änderungen im			

19. To which period does the Checklist refer?

The questions refer to the entire funding period and therefore cover both calendar years (2022 and 2023).

20. Do we need to submit any additional documents?

In the case of „yes“ for questions 2.6. to 2.11. the corresponding documents must be submitted as well:

- Receipts for the real exchange rate
 - Bank statements, receipts from ATMs or exchange offices
 - Exchange rates from providers such as OANDA or InforEuro are normally not sufficient.

- Documents which give proof of price competition prior to awarding contracts
- Evaluation reports and Baseline studies
- At least two hard copies (free of charge) of publications, audio-visual products, digital products which have been produced utilising the funds (in case of digital products, an appendix to the Final Report with links might be appropriate)
- Additional proof for project-related activities like lists of participants, photos, media review, training material, invitations for events, etc.

21. Do we have to resubmit the additional documents we have already submitted with the Interim Report per Individual Fiscal Year 2022?

Documents already submitted with the Interim Report per Individual Fiscal Year 2022 do not need to be submitted again.