

LIFE Project Number

<LIFEyy XXX/XX/XXXXXX>

Mid-term / Final Report

**Covering the project activities from dd/mm/yyyy[[1]](#footnote-2) to dd/mm/yyyy**

Reporting Date[[2]](#footnote-3)

<dd/mm/yyyy>

LIFE PROJECT NAME or Acronym

<Name of the project>

Data Project

|  |  |
| --- | --- |
| Project location: |  |
| Project start date: | <dd/mm/yyyy> |
| Project end date: | <dd/mm/yyyy> **Extension date:** <dd/mm/yyyy > |
| Total budget: | €  |
| EU contribution: | € |
| (%) of eligible costs: |  |

Data Beneficiary

|  |  |
| --- | --- |
| Name Beneficiary: |  |
| Contact person: | <Mr/Mrs/Ms> <first name> <last name> |
| Postal address: | <Street, n°, postal code, town/city, member state> |
| Telephone: | xx-xx-xxxxxxx + direct n° |
| E-mail: |  |
| Project Website: |  |

***Instructions:***

Reports must be submitted in **English**.

The Final Report must be submitted to the EASME no later than 3 months after the project end date.

Identical copies of the report shall be simultaneously forwarded to the EASME and to the external monitoring team designated by the EASME.

The **technical report** shall be provided in electronic version only. Try to adhere to the suggested number of pages while providing all the required information as described in the guidance per section. Reporting under each action, although concise, should give sufficient information to allow EASME to assess progress compared to each of the activities and expected results described in the proposal. While details should be provided in the deliverables and other supporting annexes the main report should primarily give substantive information on progress.

The **deliverables** shall be provided in electronic version only; however, actual samples of publications (including brochures, posters, books, albums) and other dissemination materials / gadgets produced by the project shall be submitted. An index (in electronic form) shall be annexed to the report, listing all the deliverables provided electronically along with a short description of the content of each deliverable. The main deliverables linked to the main milestones should contain a brief summary in English describing its content and overall conclusions (when applicable).

The **financial report** shall be provided in paper and electronic versions. Printed signed originals of the payment request form, all cost statements (consolidated and individual beneficiaries’ cost statements) and the beneficiary's certificate (if applicable), are required. A pdf version of the signed forms is also required. The complete financial report shall also be provided in electronic format as an Excel file.

Financial documentation requested by the EASME (following the Mid-term pre-financing) must be provided with the Final report in digital format. However, any certificates, certified statements, including the auditor’s certificate (if signed) must be provided as printed signed originals (at least in the package sent to the EASME) as well as in digital copy (pdf).

Refer to the additional instructions concerning deliverables and the financial report, at the end of this document.

Please refer to the General Conditions annexed to your grant agreement for the contractual requirements concerning a Mid-term/Final Report.

Both Mid-term and Final Reports shall report on progress from the project start-date.

# Table of contents

# List of key-words and abbreviations

# Executive Summary (maximum 2 pages)

Briefly describe the project objectives, key deliverables and outputs.

Compare in a few paragraphs the activities planned to the progress made. Summarise the achievements, deviations, important problems and difficulties met during the project implementation. This summary should be a stand-alone text.

# Introduction (maximum 2 pages)

* Description of background, problems and objectives (as foreseen in the proposal)
	+ For LIFE Nature & Biodiversity:
		- Overall and specific objectives
		- Which sites are involved
		- Which habitat types and/or species are targeted
		- Main conservation issues being targeted (including threats)
		- Socio-economic context
	+ For LIFE Environment & Resource Efficiency:
		- Environmental problem/issue addressed
		- Outline the hypothesis to be demonstrated / verified by the project
		- Description of the technical / methodological solution
		- Expected results and environmental benefits
	+ For LIFE Climate Action:
		- Climate related problem/issue addressed
		- Outline the solution to be demonstrated / verified by the project
		- Description of the technical / methodological solution
		- Expected results and climate action related benefits
	+ For LIFE Environmental Governance & Information:
		- Environmental problem/issue addressed
		- Outline the information/communication strategy implemented in function of the environmental problem addressed by the project
		- Baseline situation
		- Stakeholders targeted
		- Monitoring of the project impact
		- Socio-economic context
* Expected longer term results (as anticipated at the start of the project)
	+ LIFE Nature & Biodiversity: e.g. ha habitat to be protected, increase in population of species from xx to yy individuals, restoration / maintenance of a favourable conservation status for habitat(s) and / or species, replicability and transferability of proposed solution.
	+ LIFE Environment & Resource Efficiency: e.g. future contribution to the implementation, updating and development of European Union environmental policy and legislation, including the integration of the environment into other policies, replicability and transferability of demonstrated technology; market strategy and economic feasibility.
	+ LIFE Climate Action: e.g. future contribution to the implementation, updating and development of European Union climate action policy and legislation, including the integration into other policies; replicability and transferability of demonstrated technology; market strategy and economic feasibility.
	+ LIFE Environmental Governance & Information: e.g. continued effect of the strategy followed on key stakeholders; expected transfer of the methodology implemented to other countries or policy areas; future impact on European Union environmental policy and legislation.

# Administrative part (maximum 1 page)

Please briefly describe the following issues:

* The project management process, the working method, the problems encountered, the partnerships and their added value, including comments on any significant deviations from the work plan.
* Communication with the EASME and Monitoring team.
* The changes due to amendments to the Grant Agreement.

# Technical part (maximum 25 pages)

* 1. Technical progress, per Action

Please describe **what** **and how** progress has been achieved regarding the different technical/substantial components of the project (such as research, fieldwork, construction, development of communication tools). Indicate what has been done regarding each action (sub-action if appropriate) but avoid describing the objectives and targets as such. The description of the work done has to be sufficient to allow a good understanding of the project without a need to refer to the deliverables. Present and discuss the main findings and results and their implications for other actions and the project as a whole. The technical details, however, should be given in the deliverables.

For each action (the description of which should start on a new page):

* + Please indicate:

Foreseen start date: Actual start date:

Foreseen end date: Actual (or anticipated) end date:

* + Describe the activities undertaken and outputs achieved in quantifiable terms (also indicate by whom they were done).
	+ Compare with planned output (including the foreseen action description, expected results, deliverables and milestones, indicators of progress) and time schedule. Please justify any deviations from the action start and end dates as well as the deliverables’ and milestones’ dates foreseen in the grant agreement, and discuss the impact on other actions.
	+ Clearly report on the indicators used to test the performance of the action (if applicable). Please note that in this section you should report on the progress indicators defined for the project and not the Project Specific Indicators which you are required to address in section 6.4 (point 8), below.
	+ If relevant, clearly indicate how actions were modified, and any correspondence with the EASME approving the changes (in particular this is required if there has been a significant over-spending of the foreseen budget for the action).
	+ Clearly indicate major problems / drawbacks encountered, delays, including consequences for other actions (technical, legal, financial/economic, market, organisational or environment related problems).
	+ Mention any complementary action outside LIFE.
	+ Outline the perspectives for continuing the action after the end of the project.
	+ Include tables, photographs etc. to illustrate the actions, such as (for LIFE Nature & Biodiversity, as well as LIFE Climate Action) land purchase and non-recurring management activities.

For LIFE Nature & Biodiversity projects, and LIFE Climate Action projects where applicable, the progress description should, in addition, include the following:

* Preparatory actions / management plan preparation
* Land purchase including Land swaps (NB if relevant there are compulsory annexes)
* Natura 2000 site designation (if relevant)
* Recurring biotope management

For the dissemination actions, please also address the following:

* Compare with the planned activity
* Was the objective reached? What reactions and feedback were obtained?

## Main deviations, problems and corrective actions implemented

Describe the main problems or difficulties encountered in the project duration. These may be issues of a technical nature (equipment delivery delayed, construction of infrastructure took longer than anticipated), or financial (the costs did not correspond with the budgeted amounts) or organisational (change of partnership). Provide an assessment of the impact of these deviations on the outcomes of the project and describe the measures taken / to be taken to overcome or alleviate the problems in question.

If the project seems likely to become/stay behind schedule, please indicate this clearly. Signal any changes to the baseline implementation programme.

## Evaluation of Project Implementation

Please evaluate the following aspects of the project:

* Methodology applied: discuss the successes and failures of the methodology applied, the results of the actions conducted and the cost-efficiency of actions.
* Compare the results achieved against the objectives and expected results foreseen in the proposal and described in section 4: clearly assess whether the objectives were met and describe the successes and lessons learned. This could be presented in a table, which compares through quantitative and qualitative information the actions implemented in the frame of the project with the objectives and expected results in the revised proposal:

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Foreseen in the revised proposal | Achieved | Evaluation |
|  | Objectives:Expected results: |  |  |

* Indicate which project results have been immediately visible and which results will only become apparent after a certain time period.
* If relevant, clearly indicate how a project amendment led to the results achieved and what would have been different if the amendment had not been agreed upon.
* Describe the results of the replication efforts.
* Indicate the effectiveness of the dissemination activities and comment on any major drawbacks.
* Policy impact
	+ Describe project achievements which supported legislation (regional, national, EU)
	+ Indicate the main barriers identified and the action(s) undertaken to overcome them
	+ Describe any policy developments that resulted from your project activities
	+ Describe how the project delivered the results foreseen in the Grant Agreement form B3 “EU ADDED VALUE OF THE PROJECT AND ITS ACTIONS”. In addition, if in the Grant Agreement Form B1, the project has been labelled as significantly climate related and/or biodiversity related, cover these elements as well.

## Analysis of benefits

In this section please discuss the following and, where relevant, refer to the values of the Project Specific Indicators table (to be annexed to the report):

1. Environmental benefits
	1. Direct / quantitative environmental benefits:
		1. LIFE Nature & Biodiversity: e.g. conservation benefits for Natura 2000 (SCI/SPA) and species/habitat type(s) targeted. Highlight briefly issues that may have important policy implications on Natura 2000 also in relation to other EU policies if relevant (e.g. new management techniques and procedures, pump priming agri-environment, links with the water framework directive, etc.). Please also address incentive/pump priming effects (both in financial and policy terms).
		2. LIFE Environment & Resource Efficiency: e.g. reductions of emissions, energy or resource savings.
		3. LIFE Climate Action: e.g. reduction of greenhouse gas emissions; increase of climate resilience; impact on related policies;
		4. LIFE Environmental Governance & Information: e.g. reductions of the use of pesticides within a group of targeted stakeholders, measured changes of attitude of important stakeholders.
	2. Qualitative environmental benefits
		1. LIFE Nature & Biodiversity: What is the outlook for the targeted habitat type and/or species? Have trends already been established? How do you plan to continue and to develop the actions that were initiated in the LIFE project in the years that follow the end of the project and how will the longer term management of the site(s) be assured? Did the project eliminate the threats defined in Form B2d of the Grant Agreement? What are the remaining/new threats? Details should be given regarding what actions should be carried out, when, by whom and using what source(s) of finance.
		2. LIFE Environment & Resource Efficiency: e.g. long term sustainable technology, from product to functional focus, from end-of-pipe to prevention; high visibility for environmental problems and/or solutions; spin-off effect in other environmental areas etc.
		3. LIFE Climate Action: e.g. long term sustainable technology; better planning; change of behaviour; spin-off effect in other environmental areas etc.
		4. LIFE Environmental Governance & Information: e.g. the continued effect of the strategy followed on key stakeholders, expected transfer of the methodology implemented to other countries or policy areas, future impact on EU environmental policy and legislation.
2. Economic benefits (e.g. cost savings and/or business opportunities with new technology etc., regional development, cost reductions or revenues in other sectors); state the number of full time equivalent (FTE) jobs created, showing a breakdown in qualified/non-qualified staff.
3. Social benefits (e.g. positive effects on employment, health, ethnic integration, equality and other socio-economic impact etc.).
4. Replicability, transferability, cooperation: Potential for technical and commercial application (transferability, economic feasibility - bankability, limiting factors, suitability for additional funding from other streams e.g. structural funds, EIB financial instruments, venture capitals, pension funds, responsible investors) including cost-effectiveness compared to other solutions, benefits for stakeholders, drivers and obstacles for transfer, market conditions, pressure from the public, potential degree of geographical dispersion, specific target group information, high project visibility (eye-catchers), potential for replication in same and other sectors at the local and EU levels, etc. State the project's likelihood of replication (high/low/zero), and if its replication is market-driven or policy-dependant. Specification of potential market/replication vehicles. Possibilities for complementarity with existing market players and/or other solutions/projects (bundling).
5. Best Practice lessons: briefly describe the best practice measures used and if any changes in the strategy employed could lead to possible adjustment of the best practices.
6. Innovation and demonstration value: Describe the level of innovation, demonstration value added by EU funding at the national and international levels (including technology, processes, methods & tools, nature management methods, models for stakeholder involvement, land stewardship models, organisational & co-operational aspects).
7. Policy implications: Indicate any important achieved targets contributing to the future implementation, design or take-up of regional, national or European legislation. Please highlight any potential unintended impacts, bottlenecks or barriers to the implementation of your project due to regional, national or European legislation including recommended actions further to actions already taken to overcome these barriers.

# Project Specific Indicators

Assess the performance of the Project Specific Indicators. Please annex an updated table of the indicators to this report and make sure values reported are justified and consistent with the environmental, economic and social benefits reported in the preceding section. Please see the separate Guidelines for the compilation of the table of indicators. Please provide an analytical comparison with the targets at the beginning of the project.

# Comments on the financial report

The standard statement of expenditure ([available in the 'toolkit' section on the LIFE website](http://ec.europa.eu/environment/life/toolkit/pmtools/life2014_2020/financial_statement.htm)) must be used and presented in a separate document, as described below – see the guidelines on preparing the financial report and annexes, at the end of this template. This part of the technical report must include the following points:

* an overview of the costs incurred
* information about the accounting system and relevant issues from the partnership agreements
* allocation of costs per action

This information should include sufficient detail to establish a clear link between the technical activities on the one hand and costs declared in the financial forms on the other. Please note that – as set out in the General Conditions on the eligibility of costs – only costs that are necessary for and clearly linked to the activities carried out, are eligible. This section should justify and explain extraordinary cases, e.g. necessary costs not foreseen in the budget, persons changing status during the project from external consultants to employed staff (or vice versa), etc.

## Summary of Costs Incurred

Complete the following table to show the project costs incurred compared to the approved budget and comment on each of the cost categories focussing particularly on discrepancies compared to the allowed flexibility of the 20% limit (cf. Article II.22 of the General Conditions).

|  |
| --- |
| PROJECT COSTS INCURRED |
|  |  | Cost category | Budget according to the grant agreement in €\* | Costs incurred within the reporting period in € | %\*\* |
| 1. |  | Personnel |  |  |  |
| 2. |  | Travel and subsistence |  |  |  |
| 3. |  | External assistance |  |  |  |
| 4. |  | Durables goods: total non-depreciated cost |  |  |  |
|  |  | *- Infrastructure sub-tot.* |  |  |  |
|  |  | *- Equipment sub-tot.* |  |  |  |
|  |  | *- Prototype sub-tot.* |  |  |  |
| 5. |  | Consumables |  |  |  |
| 6. |  | Other costs |  |  |  |
| 7. |  | Overheads |  |  |  |
|  |  | **TOTAL** |  |  |  |

\*) If the EASME has officially approved a budget modification through an amendment, indicate the breakdown of the revised budget. Otherwise this should be the budget in the original grant agreement.

\*\*) Calculate the percentages by budget lines: e.g. the % of the budgeted personnel costs that were actually incurred

## Accounting system

Include among other aspects:

* Brief presentation of the accounting system(s) employed and the code(s) identifying the project costs in the analytical accounting system
* Brief presentation of the procedure of approving costs
* Type of time recording system used, i.e. electronic or manually completed timesheets
* Brief presentation of the registration, submission and approval procedure/routines of the time registration system
* Brief explanation on how it is ensured that invoices contain a clear reference to the LIFE project showing how invoices are marked in order to show the link to the LIFE project

## Partnership arrangements (if relevant)

Please briefly explain how financial transactions between the coordinating beneficiary and the associated beneficiaries have taken place. How is financial reporting implemented by each beneficiary and how is the consolidated cost statement prepared?

## Certificate on the financial statement

In Accordance with Art. II.24.2, the official registration number, organisation, full name and address of the approved auditor or competent and independent public officer who are to establish the certificate for the payment of the balance, shall be included in the signed payment request. The auditor's report (to be included with the final financial report) must follow the format of the standard audit report form available on the LIFE website.

## Estimation of person-days used per action

In order to have an overview of the use of budgeted person-days by group of actions, it is **recommended to fill in the following additional table**. Please provide estimates of % of person-days spent compared to the budgeted numbers[[3]](#footnote-4). This table will allow you and the EASME to monitor the actual absorption of budgeted time and will highlight any major deviations that should then be explained. When compiling the information you may refer to the number of days referred to into Form R2 of the proposal:

|  |  |  |
| --- | --- | --- |
| **Action type**  | **Budgeted person-days** | **Estimated % of person-days spent**  |
| All projects when applicableAction A: Preparatory actions |  |  |
| NAT and CLIMA projectsAction B: Purchase/lease of land and/or compensation payment for payment rights  |  |  |
| ENV projectsAction B: Implementation actions |  |  |
| GIE projectsAction B: Core actions |  |  |
| NAT projectsAction C – Concrete conservation actions  |  |  |
| CLIMA projectsAction C: Implementation actions |  |  |
| ENV and GIE projectsAction C: Monitoring of the impact of the project action  |  |  |
| NAT and CLIMA projectsAction D: Monitoring and impact assessment |  |  |
| ENV and GIE projectsAction D: Public awareness/ommunication and dissemination of results |  |  |
| NAT and CLIMA projectsAction E: Communication and Dissemination of results |  |  |
| ENV and GIE projectsAction E: Project management |  |  |
| NAT and CLIMA projectsAction F: Project management (and progress)  |  |  |
| **TOTAL** |  |  |

1. Envisaged progress until next report (this section should be included only for the Mid-term report)
* Briefly describe what will be done until the next report. Describe the development of different tasks or entities and envision the milestones to be achieved such as: all field work finished, infrastructure construction finished etc.
* Planned actions should also be indicated in the Gantt chart used to illustrate progress:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actions / sub-actions | 2016 | 2017 | 2018 | 201x |
|  | 1T | 2T | 3T | 4T | 1T | 2T | 3T | 4T | 1T | 2T | 3T | 4T | 1T | 2T | 3T | 4T |
| Mid-Term Start dateX=Progress reportsEnd dateOverall project schedule | Proposed | O |  |  |  |  |  X |  O |  |   |  |  X |  | O |  |  |  |
| Actual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 1 | Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 2 | Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 3 | Proposed |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Action x | Proposed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ac­tu­al |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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# Instructions / guidelines for the submission of deliverables / annexes

* Please make a reference to the deliverables in the report text. In case the deliverables are presented in a national language other than English, please include a summary in English, in the deliverable, outlining the purpose, outcomes, results and conclusions.
* All the deliverables due in the reporting period shall be provided in electronic form only (including those already transmitted electronically with previous reports). However, actual samples of publications (including brochures, posters, books, albums) and other dissemination materials / gadgets produced by the project shall be submitted, unless already provided with a previous report; in this case reference should be made in the technical report to a previous submission (e.g. brochures xyz were submitted with the report submitted on (date)). An index (in both paper and electronic form) shall be annexed to the report, listing all the deliverables provided electronically along with a short description of the content of each deliverable.
* Please provide a table in annex listing the deliverables and milestones foreseen for the reporting period, indicating the actual date of completion / accomplishment and the date foreseen in the revised proposal.
* You may annex any other document **only if** particularly useful to assess the success of the project but which is not part of the planned deliverables.
* Please note that For LIFE Nature & Biodiversity and LIFE Climate Action with land purchase you need to submit copies of the land register, including a "conservation clause" (in exceptional cases the purchase / lease acts can be accepted) as this is a prerequisite for the costs to be considered eligible. All land sections purchased or leased must be shown on a map, which also provides the boundaries of the project area and the Natura2000 site boundaries.
* Please be aware that the Layman’s report and the After-LIFE Plan are **compulsory** deliverables and must be submitted with the Final report only:

## Layman's report

Purpose: The layman's report is a document aimed at a broader target group and serves to inform decision-makers and non-technical parties on the objectives of the project and the results achieved. The layman’s report will be distributed widely and will be available on the LIFE website via the project database. It is therefore **compulsory** for all projects.

Form: This document is an entirely self-standing document, often in the form of a leaflet or similar. It should be provided in English and/or French and in the language(s) of the beneficiaries, both on paper and in digital form (preferably MS Word and/or PDF format).

Content: The length of the layman’s report should normally be 5-10 pages, including supporting graphs, photographs etc. Since the target group is the general public, the technical details should not be excessive. However, it is normally advantageous to include some quantitative results to illustrate the impact of the techniques/methods demonstrated by the project.It should include the following points (adapted to the target group):

* Summary of project scope and objectives;
* Description of the techniques/methodology implemented and the results achieved;
* Assessment of the benefit and impact
	+ LIFE Nature & Biodiversity: conservation benefits for the Natura 2000 (SCI/SPA) and species/habitat type targeted. Highlight briefly issues that may have important policy implications;
	+ LIFE Environment & Resource Efficiency: environmental impact of the project, describing the environmental benefits (illustrated with quantified information);
	+ LIFE Climate Action: climate mitigation and adaptation impacts of the project;
	+ LIFE Environmental Governance & Information: impact on the environmental problem, describing the change in awareness and/or approach.
* Cost-benefit discussion on the results (economic and environmental benefits);
* Transferability of project results;
* Map indicating where the project takes place: NB please ensure that the project site is illustrated in a way that allows a broader public to know where in Europe and in the Member State the project is implemented.

### After-LIFE plan – for LIFE Nature & Biodiversity, LIFE Environment & Resource Efficiency, LIFE Environmental Governance & Information and LIFE Climate Action projects

This compulsory plan (suggested length: 5 pages) shall be presented in electronic and in paper form. It shall set out how the beneficiary and partners plan to continue applying, disseminating and communicating the results of the project after its end, and in particular how they plan both to continue applying the results themselves and to facilitate / encourage / ensure their wider application by others; it shall be delivered in English and also in the language(s) of the beneficiaries.

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Instructions / guidelines for the submission of the financial report and annexes

* "Standard Payment Request" - signed original must be submitted by the Coordinating Beneficiary.
* For LIFE Nature & Biodiversity projects, signed originals of the "Beneficiary's Certificate for Nature and Biodiversity Projects" must be submitted to justify costs claimed for durable goods.\*
* "Consolidated Cost Statement for the Project" – signed original must be submitted.
* "Financial Statement of the Individual Beneficiary" –signed original must be submitted. In case Affiliates of a Beneficiary participate in the implementation of the project (see Art. I.7 of the grant agreement), then each Affiliate will also submit a signed original Financial Statement and the Individual Beneficiary will introduce in its Financial Statement in each category of costs the consolidated amount spent per Affiliate for this category. The financial statement includes the individual transactions which are specified in the following forms (which should be provided in both paper and electronic versions):
	+ Personnel costs
	+ Travel and subsistence costs
	+ External assistance
	+ Infrastructure
	+ Equipment
	+ Prototype
	+ Land purchase
	+ Lease of land
	+ Consumables
	+ Other costs
	+ Overheads
	+ Funding from other sources, divided in "Contribution of the associated beneficiary", "Other sources of funding" and "Direct income"
* Besides the mandatory 3 highest invoices per cost category, supporting documents, and further information or clarifications, requested in previous letters from the EASME (e.g. in the letter announcing the second pre-financing payment, in the feed-back letter following project visits, etc.), and not already submitted.
* An auditor’s certificate on the financial statements using the standard reporting format (compulsory for most projects, please refer to article II.23.2 of the General Conditions and the LIFE website for the required format of this certificate).\*

\*Only applicable to the Final report

1. Project start date [↑](#footnote-ref-2)
2. Include the reporting date as foreseen in part C2 of Annex II of the Grant Agreement [↑](#footnote-ref-3)
3. As we are only requesting estimations, those figures are not meant to be used for the financial reporting. [↑](#footnote-ref-4)