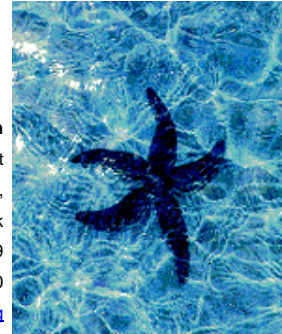


# FINAL REPORT



## Background:

As described in the Grant Offer Letter, all projects must submit a final report to the secretariat.

The report must be submitted in 10 copies and must include a five-page summary and supporting appendices.

The final report will document the activities and results of the project and will be submitted to the secretariat within 3 months after the project has been completed. Projects that do not respect the deadline risk losing the ERDF grant.

**The final report form comes in two sections (but see box below relating to UK partners).** You are required to add several circumscribed appendices, for example a full audit report **or** independent opinion on the full project expenditure and a final indicator sheet. Further details are to be found in the guidance to the report.

## Section 1:

The first section deals with the financial aspects of the project. In addition to the standard periodic report form that you fill in, it also has to include a fully audited statement of accounts, **or** other form of opinion on expenditure as **specified under national regulations**. Further details are to be found in the **guidance to the report**.

### **The following information is valid for UK partners:**

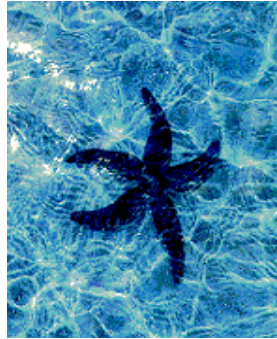
In addition to the periodic report form, UK Lead partners, and project partners where necessary, should provide summary information to support their final claim. This should be certified by the person responsible for the financial management of the organisation overall and must also include an opinion from an independent reporting accountant; a local authority's appointed auditor; or the National Audit Office (or its equivalents in Northern Ireland, Scotland and Wales).

Model summary sheets, together with additional advice on UK requirements, are contained in the general Programme guidance on Final Reports.

FACT SHEET NO 15



# FINAL REPORT



## Section 2:

For this section, you are required to answer a series of questions primarily about the activities, results and dissemination of the project. The questions are divided into three parts: project implementation, programme aims and programme secretariat/future programming period.

By answering these questions you should be able to demonstrate that your project has been carried out in accordance with the plans described in your approved application, or explain why this has not happened, if this is the case.

Your answers will enable the secretariat to obtain detailed information about the results of your project and determine its long-term impacts.

A template for the complete form can be downloaded from the North Sea Programme website ([www.interregnorthsea.org](http://www.interregnorthsea.org)).

## References:

