FORM FOR THE FINAL REPORT OF THE PROJECTS FINANCED THROUGH THE *FONS CATALÀ DE COOPERACIÓ*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **BÀSIC IN FORMATION OF THE PROJECT** | | | | | |
| Project number: | | | | | |
| **Projecte title:** | | | | | |
| **Location (country, region, village)**: | | | | | |
| **Date of the launching of the project**: |  | **Date of finalization of the project**: | |  | |
| **Period concerned by the report**: | |  | | | |
| **Report date**: | |  | | | |
| **Amount granted by the Fons Català de Cooperació**: | | | **€** | |  |
| **Organization in charge to write this report**: | | | | | |
| **Person in charge of the organization**: | | | | | |
| **Position**: | | | | | |
|  | | | | | |
| **Person in charge of the project**: | | | | | |
| **Position in the organization**: | | | | | |
| **Phone**: | | | | | |
| **E-mail**: | | | | | |
|  | | | | | |
| **Person in charge of writing the report**: | | | | | |
| **Position in the organization**: | | | | | |
| **Phone**: | | | | | |
| **E-mail**: | | | | | |

1. **LIST OF DOCUMENTS REQUIRED**

* Printed form of the *final report of the projects financed by the Fons Català de Cooperació* filled and completed.
* A DVD including the report in electronic format (Word and Excel), and photos of the execution of the projects in digital format (jpg or tiff), and complementary documents.
* Certification for Presentation of the Financial Report
* Documents certifying the transfer of funds to the institution in charge of the project and exchange rate applied.

1. **DESCRIPTION OF THE PROJECT EXECUTION MECHANISM**

This section must contain a summary of all the relevant elements and data of the whole project. It is important to emphasize if there have been any changes from the original idea of the project, and the description of the process of Intervention made during all the development of the project: evolution of context, mechanisms established to implement the project. What has been done during the period covered by this report.

1. **DESCRIPTION OF THE INTERVENTION**, according to the logical framework matrix of the initial project.

**4.1 OBJECTIVES AND RESULTS**

(reproducing the boxes many times as needed)

|  |  |
| --- | --- |
| **Overall objective**: | |
| **Indicators of achievement planned:** | **Sources and means of verification:** |

|  |  |  |
| --- | --- | --- |
| **Specific objective 1**: | | |
| **Indicators of achievement: planned:** | **Objectives achieved:**: | **Sources of verification**: |

|  |  |  |
| --- | --- | --- |
| **Expected result 1.1:** | | |
| **Indicators of achievement: planned:** | **Outcomes achieved:**: | **Sources of verification**: |

|  |  |  |
| --- | --- | --- |
| **Expected result 1.2:** | | |
| **Indicators of achievement: planned:** | **Outcomes achieved:**: | **Sources of verification**: |

|  |  |  |
| --- | --- | --- |
| **Specific objective 2**: | | |
| **Indicators of achievement: planned:** | **Objectives achieved:**: | **Sources of verification**: |

|  |  |  |
| --- | --- | --- |
| **Expected result 2.1:** | | |
| **Indicators of achievement: planned:** | **Outcomes achieved:**: | **Sources of verification**: |

|  |  |  |
| --- | --- | --- |
| **Expected result 2.2:** | | |
| **Indicators of achievement: planned:** | **Outcomes achieved:**: | **Sources of verification**: |

**4.2 PLANNED ACTIVITIES AND LEVEL OF COMPLIANCE**

(reproducing the boxes many times as needed)

|  |
| --- |
| **Activity 1.1.1**: |
| **Description of the taken action and comments**: |

|  |
| --- |
| **Activity 1.1.2**: |
| **Description of the taken action and comments**: |

|  |
| --- |
| **Activity 2.1.1**: |
| **Description of the taken action and comments**: |

|  |
| --- |
| **Activity 2.1.1**: |
| **Description of the taken action and comments**: |

**Summary of the status of activities and level of compliance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planned Activities** | **Status of the activities (in relation to the timetable)** | | | | **Degree of compliance (in %)** |
| **Cancelled** | **Delayed** | **On time** | **Advanced** |
| 1.1.1 |  |  |  |  |  |
| 1.1.2 |  |  |  |  |  |
|  |  |  |  |  |  |
| 2.1.1 |  |  |  |  |  |
| 2.1.2 |  |  |  |  |  |

**4.3 Other objectives attained (if so):**

**4.4 Other activities (if so):**

1. **EVALUATION OF THE DEVELOPMENT OF THE PROJECT AND REMARKS**

**5.1- Assessment of objectives, activities and results, achieved and not achieved**. Description of the activities in relation to the specific goals and outcomes established, and changes of the project.

**5.2- Degree of participation of the communities involved in the project**.

**5.3- Description of resources used (human, material and financial) in the project**, and indicate the changes if so.

**5.4- Feasibility and sustainability**. Description of feasibility of the project implementation and sustainability once the external funding ends, taking into account the financial, economic, institutional and cultural aspects.

**5.5- External factors**. Description of the external factors that affected the development of the project.

**5.6- Strong and weak points of the project**. Add the most important positive and negative aspects, to draw conclusions for the future which could be useful to improve the impact and results of the project.

1. **AWARENESS CAMPAIGN** Description of the awareness actions linked to the project both in North and South
2. **GLOBAL EVALUATION OF THE PROJECT DEVELOPMENT AND FUTURE PERSPECTIVES**

## CERTIFICATE FOR PRESENTATION OF THE FINANCIAL REPORT

Project number, name and country:

The hereby signer, ..................................................................................................... (name), as..............................................(post in the organization) of (name of the organization signing the certificate)..................................................................................................

CERTIFIES:

* That all expenses charged to the *Fons Català* have been used for the execution of the project.
* That all expenses charged to the *Fons Català* will not be used to justify other funds or grants received by the organization.
* That all invoices (bills and tickets) concerning the expenses charged to the *Fons Català* are an accurate copy of the originals which are in hands of the organization.
* That all original documents are at the disposal of the *Fons Català* and the public institutions that have financed the project through the *Fons Català*, and can be checked when necessary.

In witness whereof, I sign in...................... (city), on .................................. (date).

Signed and sealed

## ECONOMIC REPORT

## PROJECTS FUNDED THROUGH THE

## FONS CATALÀ DE COOPERACIÓ AL DESENVOLUPAMENT

The presentation of the economic justification of the project must take into account the issues listed below:

1. The economic report of the project must contain the following information:

1. The amounts approved by the Fons Català de Cooperació al Desenvolupament and the amounts actually received the organization.
2. In case you have transferred funds to a counterpart, relation of money sent to the counterpart and the amounts actually received by it.
3. **Relation of currency exchange operations** conducted to determine the exchange rates applicable.
4. **Table of project financing**, indicating the source of any funds it has received the project, and the application of each of these contributions to the various items of expenditure project.
5. **Table of comparison between the budget approved and executed budget**, including the explanation of possible deviations.
6. **Relationship classified and numbered of all costs of the project, with the following data:**
7. Item of expense
8. provider
9. Invoice number (or document)
10. Issue date
11. Amount in local currency
12. The value of the invoice in euros
13. Amount allocated to the funder
14. Funder which is allocated the expenditure
15. **Reduced relationship with the expenses attributable solely to the grant of Fons Català de Cooperació al Desenvolupament.**
16. Include all documents of foreign exchange operations, to determine the exchange rates applicable.
17. Present the proofs of expenditure, attributable to the grant justified in one of the following ways:
18. Original invoices.
19. Photocopies of original bills, certified.
20. All original invoices must be marked with a stamp indicating that they have been charged to the grant of the Fons Català de Cooperació al Desenvolupament. The label must contain if the amount allocated in whole or in part and specify the amount charged to the grant.
21. The expense vouchers submitted as proof of the grant may not be prior to the date that is establish the bases of the call, and if it is not established they cannot be prior to the year of grant applications..

**FINANCIAL REPORT OF PROJECTS FINANCED THROUGH THE FONS CATALÀ DE COOPERACIÓ**

1. **FINANCIAL SITUATION OF THE PROJECT**

#### Table 1 – General Summary

|  |  |
| --- | --- |
| **a) Total amount of the project approved** |  |
| **b) Expenses justified in this report** |  |
| **c) Expenses justified in previous reports** |  |
| **d) Total amount justified (b+c)** |  |
| **e) Amount not yet justified (a–d)** |  |

#### Table 2 – Payments received

|  |  |  |
| --- | --- | --- |
| **Date** | **Amount received** | **Currency** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### Table 3 – Exchange Rate applied

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Total received in Euros / US Dolars** | **Total amount obtained in Local Currency** | **Exchange rate**  **applied** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |
| Name of the local currency: | | | |
|  | | | |
| The exchange rate applied is established at the time of the transfer of funds  **You must enclose the bank documents evidencing exchange transactions conducted** | | | |

**2. IMPLEMENTATION OF THE BUDGET**

#### Table 4 – Co-financing by items

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In this table should be reflected the various contributions which has had the project (the amounts must be expressed in euros). | | | | | | | | | |
|  | | | | | | | | | |
|  | External Contributions | | | | | Local Contributions | | | Grand total |
|  | Fons Català de Cooperació | Applying organisation | Others 1 | Others 2 | Total | Local Counterpart | Others | Total |  |
| **Direct expenses** |  |  |  |  |  |  |  |  |  |
| 1.1 Land |  |  |  |  |  |  |  |  |  |
| 1.2 Construction and rehabilitation |  |  |  |  |  |  |  |  |  |
| 1.3 Equipment and Supplies |  |  |  |  |  |  |  |  |  |
| 1.4 Local staff (salaries) |  |  |  |  |  |  |  |  |  |
| 1.5 International Staff (salaries) |  |  |  |  |  |  |  |  |  |
| 1.6 Travel and accommodation |  |  |  |  |  |  |  |  |  |
| 1.7 Functioning |  |  |  |  |  |  |  |  |  |
| 1.8 (Other expenses) |  |  |  |  |  |  |  |  |  |
| 1.9 Capacity building and training |  |  |  |  |  |  |  |  |  |
| 1.10 External reviews |  |  |  |  |  |  |  |  |  |
| 1.11 Awareness in Catalonia |  |  |  |  |  |  |  |  |  |
| *Subtotal direct expenses* |  |  |  |  |  |  |  |  |  |
| **Indirect expenses** |  |  |  |  |  |  |  |  |  |
| Indirect expenses |  |  |  |  |  |  |  |  |  |
| *Subtotal indirect expenses* |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |  |  |  |  |
| **Comments and observations** |  | | | | | | | | |

**Table 5 – Amount justified in this report according to the budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Budget approved by the *Fons Català*** | **Amount justified in this report** | **Accumulated amount justified** (1) | **Amount not yet justified** |
|  |  |  |  |  |
| **Direct expenses** |  |  |  |  |
| 1.1 Land |  |  |  |  |
| 1.2 Construction and rehabilitation |  |  |  |  |
| 1.3 Equipment and Supplies |  |  |  |  |
| 1.4 Local staff (salaries) |  |  |  |  |
| 1.5 International Staff (salaries) |  |  |  |  |
| 1.6 Travel and accommodation |  |  |  |  |
| 1.7 Functioning |  |  |  |  |
| 1.8 (Other expenses) |  |  |  |  |
| 1.9 Capacity building and training |  |  |  |  |
| 1.10 External reviews |  |  |  |  |
| 1.11 Awareness in Catalonia |  |  |  |  |
| *Subtotal direct expenses* |  |  |  |  |
| **Indirect expenses** |  |  |  |  |
| Indirect expenses |  |  |  |  |
| *Subtotal indirect expenses* |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |
|  | | | | |
| 1. Put the amount justified in previous reports | | | | |

**Table 6 – Invoice registration. Relationship of ALL EXPENSES of the projecte (**insert rows as necessary**)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **# of order** | **Invoice number** | **Provider / Description of expense** | **Invoice date** | **Invoice amount** | **Currency (1)** | **Exchange rate** | **Invoice amount in Euros** | **Amount attributed (Euros) (2)** | **Funder to which has been allocated the expenditure** |
| Direct expenses | | | | | | | | | |
| 1.1 land | | | | | | | | | |
| *1* |  |  |  |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |  |  |  |
| 1.2 Construction and rehabilitation | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.3 Equipment and Supplies | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.4 Local staff (salaries) | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.5 International Staff (salaries) | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.6 Travel and accommodation | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.7 Functioning | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.8 (Other expenses) | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.9 Capacity building and training | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.10 External reviews /Evaluations / Audits | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.11 Awareness in Catalonia | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| *Subtotal direct expenses* | | |  |  |  |  |  |  |  |
|  | | | | | | | | | |
| Indirect expenses | | | | | | | | | |
| 2.1 Indirect expenses | | | | | | | | | |
| ... |  |  |  |  |  |  |  |  |  |
| *Subtotal* Indirect expenses | | |  |  |  |  |  |  |  |
| **GRAND TOTAL** | | |  |  |  |  |  |  |  |
| (1) Specify the currency used: euro, dollar or the local currency. | | | | | | | | | |
| (2) If an expense is partially attributed to several donors, it should be a row for each of partial funding by the amount attributed. | | | | | | | | | |

**Table 7 – Invoice registration. Relationship of the EXPENSES ATTRIBUTED TO THE FONS CATALÀ DE COOPERACIÓ (**insert rows as necessary**)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **# of order** | **Invoice number** | **Provider / Description of expense** | **Invoice date** | **Invoice amount** | **Currency (1)** | **Exchange rate** | **Invoice amount in Euros** | **Amount attributed (Euros) (2)** | **Funder to which has been allocated the expenditure** |
| Direct expenses | | | | | | | | | |
| 1.1 land | | | | | | | | | |
| *1* |  |  |  |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |  |  |  |
| 1.2 Construction and rehabilitation | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.3 Equipment and Supplies | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.4 Local staff (salaries) | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.5 International Staff (salaries) | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.6 Travel and accommodation | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.7 Functioning | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.8 (Other expenses) | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.9 Capacity building and training | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.10 External reviews /Evaluations / Audits | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| 1.11 Awareness in Catalonia | | | | | | | | | |
| *...* |  |  |  |  |  |  |  |  |  |
| *Subtotal direct expenses* | | |  |  |  |  |  |  |  |
|  | | | | | | | | | |
| Indirect expenses | | | | | | | | | |
| 2.1 Indirect expenses | | | | | | | | | |
| ... |  |  |  |  |  |  |  |  |  |
| *Subtotal* Indirect expenses | | |  |  |  |  |  |  |  |
| **GRAND TOTAL** | | |  |  |  |  |  |  |  |
| (1) Specify the currency used: euro, dollar or the local currency. | | | | | | | | | |
| (2) If an expense is partially attributed to several donors, it should be a row for each of partial funding by the amount attributed. | | | | | | | | | |