

## PARTIAL REPORT

**for the Programme Beneficiaries .....**

### 1. BENEFICIARY'S DATA AND INFORMATION ABOUT THE REPORT

1.1	Agreement number	
1.2	Title of the Project	
1.3	Name of the Beneficiary	
1.4	NIP (Tax Identification Number)	
1.5	Amount of funding in accordance with the Agreement	
1.6	Project duration (from ..... to .....)	
1.7	Report number	
1.8	Purpose of the form	<input type="checkbox"/> Submission of the partial report <input type="checkbox"/> Adjustment of the partial report
1.9	Report for the period	
1.10	Costs indicated in the partial report	
1.11	Does the Beneficiary request another partial payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO



1.12	The amount of the requested partial payment	PLN .....
1.13	Amount of interest accrued on the Project bank account	PLN .....

**2. THE COURSE OF PROJECT IMPLEMENTATION**

2.1	Has the Beneficiary completed all activities/tasks planned for the reported period? <input type="checkbox"/> yes, all of them <input type="checkbox"/> yes, but not all of them <input type="checkbox"/> no
2.2	Summary of key activities and tasks completed during the reporting period:

2.3	Activity	Task	Description of the completed task

2.4	Please describe how you informed about the Project and the funding received from NAWA:
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2.5	Please justify the non-performance or incomplete performance of activities/tasks during the reporting period:
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2.6 <b>Achieved Project Results and Products</b>					
No.	Name of the result/product	Number/unit of measure planned in the application	Number/unit of measure achieved during the reporting period	Number/unit of measure achieved cumulatively since the beginning of the Project	Beneficiary's commentary (in particular if the achieved results are different than planned)
1.					
2.					
3.					

2.7 <b>Project management, monitoring and evaluation of activities</b>	
2.8	Please describe if any (and if so, what) changes and delays to Project implementation have occurred and what impact they have had on the Project, including planned time limits for achieving products/results:
2.9	Please describe if any (and if so, what) risk factors (either listed in the Application or not previously anticipated) have occurred during the reporting period and how they have affected the Project:
2.10	Please describe the Project management activities, including the application of the principle of equal opportunities and non-discrimination, monitoring and evaluation of the achieved Project objectives and progress in the Project implementation:

2.11	Additional information and comments of the Beneficiary (this section may also include remarks and recommendations for future calls for the Programme, administrative procedures, etc.):
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### 3. FINANCIAL REPORT

Not applicable

#### A. Summary of Project expenditure incurred in the reporting period

No.	Beneficiary	Type and number of the accounting document	Accounting records number	Date of issue	Date of payment	Name of the product or service	Gross amount of the accounting evidence	Task number (from the Application)	Budget item number (from Application)	Eligible cost category	Eligible amount
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1.											
2.											
<b>EXPENDITURE INCURRED IN TOTAL</b>											

#### B. Financial progress of Project implementation

##### 1. By task

No.	Task number and name	Amount of expenditure for a given task according to the Project budget	Amounts to be settled by this report	Amounts cumulatively since the beginning of the Project	Percentage of completion
1.	2.	3.	4.	5.	6.
1.					
2.					
...					
<b>IN TOTAL</b>					

##### 2. By cost category



No.	Category of eligible cost by Project budget	Amount of expenditure for a given cost category according to the Project budget	Amounts to be settled by this report	Amounts cumulatively since the beginning of Project implementation	Percentage of completion
1.	2.	3.	4.	5.	6.
1.	The cost of remuneration of persons directly involved in the implementation of activities under the Project:				
2.	Travel and subsistence expenditure – incurred in connection with the Project				
3.	Costs of organizing or participating in meetings, conferences, fairs and other events in Poland or abroad				
4.	Costs of purchase of other goods and services necessary to implement the Project				
<b>IN TOTAL</b>					

Have transfers of funds between budget items up to the amount of 10% of the lower-priced item been made?

Yes

No

Have transfers of funds within the change sheets approved by NAWA been made?

Yes

No

<b>C. Settlement of advance payments</b>	
1.	Amount of Project funding PLN .....
2.	Amount of eligible expenditure accounted for by this report PLN .....



3.	Amount of eligible expenditure since the beginning of the Project implementation (including expenditure from this report)	PLN .....
4.	Amount of funds received since the beginning of Project implementation	PLN .....
5.	Percentage of settlement of funds received	...%

### BENEFICIARY'S APPLICATION FOR A PARTIAL PAYMENT

I request the disbursement of a partial payment in the amount of

PLN .....

I state that since the beginning of the Project implementation, the amount of eligible expenditure has been

PLN .....

and represents

..... %

of the settlement of the advance payment received.

I request that the payment of the above amount be transferred to the bank account as per the signed Agreement:

Bank account number

Name of the bank



#### 4. STATEMENT OF THE BENEFICIARY

I state that:

1. all data provided in this report are in accordance with the current legal and factual status;
2. all expenditure amounts mentioned in table A. *Summary of Project expenditure incurred in the reporting period* have been actually incurred;
3. all accounting evidence related to Project implementation has been described in accordance with the requirements specified in the Regulations;
4. all presented costs have been included in separate financial and accounting records of the funds received for the Project implementation, according to the Accounting Act, in a way that enables identification of individual accounting operations;
5. financial operations concerning Project implementation from the NAWA funds are available on a bank account dedicated to NAWA projects;
6. none of the spending presented has been double-funded;
7. NAWA funding has not been used to generate profit;
8. I am aware of the criminal liability resulting from Article 271 of the Criminal Code, concerning the certification of untruth as to the circumstances having legal significance.

Name and surname, date of the report

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