

FINAL 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 (pursuant to the Agreement)	
1.6	Project duration (from to)	
1.7	Purpose of the form	<input type="checkbox"/> Submission of the final report <input type="checkbox"/> Adjustment of the final report
1.8	Report for the period	
1.9	Costs indicated in the final report	
1.10	Does the Beneficiary request a balancing payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
1.11	Amount of interest accrued on the Project bank account	PLN

Notice: In Part 2. THE COURSE OF PROJECT IMPLEMENTATION describe the activities carried out during the entire period of Project implementation.

In Part 3. FINANCIAL REPORT indicate only the expenditure that was not reported in prior partial reports.

2. THE COURSE OF PROJECT IMPLEMENTATION				
2.1	Has the Beneficiary completed all activities/tasks planned for the Project? <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 in the Project:			
2.3	Activity	Task	Description of the completed task	Effects of the task completion
2.4	Please describe how you informed about the Project and the funding received from NAWA:			
2.5	Please justify the non-performance or incomplete performance of activities/tasks in the Project:			
2.6	Achieved Project Results and Products			



No.	Name of the result/product	Number/unit of measure planned in the application	Number/unit of measure achieved	Date of achievement	Beneficiary's comment (in particular if the achieved results are different than planned)
1.					
2.					
3.					

2.7	Project management, monitoring and evaluation					
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) occurred in the Project and how they have affected Project implementation:					
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 Project implementation:					

2.11	Was there any mobility within the Project (including mobility of administrative staff)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
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2.12	Please indicate the mobility of Project participants including the following information:						
No.	Country of departure	Country of arrival	Number of people	Number of days	Participant category	Purpose of departure/arrival	Type of departure
1.							
2.							



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

In the final report, only expenditures that arose between the date of the last partial report and the date of the final report or that were not reported in any previously submitted partial report should be reported in the expenditure section.

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 goods or services	Gross amount of the accounting evidence	Task number (from the Application)	Budget item number (from the Application)	Eligible cost category	Eligible amount
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1.											
2.											
....											
EXPENDITURE INCURRED IN TOTAL											

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.	Task 1 “...”	PLN	PLN	PLN %
2.					... %
3.					... %
IN TOTAL					

2. By cost category

No.	Category of eligible cost from an approved application or change sheet	Amount of expenses 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:	PLN	PLN	PLN %
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				... %
IN TOTAL					... %

I state that expenditure from the Project budget from NAWA funds for the remuneration of persons directly involved in the Project activities did not exceed 30% of the Project expenditure.

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

C. Settlement of advance payments		
1.	Amount of Project funding	PLN
2.	Amount of eligible expenditure accounted for in this report	PLN
3.	Amount of eligible expenditure since the beginning of 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	... %
6.	Amount of balancing payment to the Beneficiary or amount to be returned to NAWA	PLN

4. STATEMENT BY 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 Project implementation, according to the Accounting Act, in a way that enables identification of individual accounting operations;



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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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