

FINAL REPORTING

Eastern Partnership Territorial Cooperation
Programme Armenia - Georgia

GENERAL REQUIREMENTS



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FINAL REPORT

#	Ref. #	Beneficiary	Start date	Duration (Months)	End date
1	2015_8	SDCA	25.09.2015	18	25.03.2017
2	2015_15	Bolnisi Language House	25.09.2015	12+3	25.12.2016
3	2015_16	CiDA	25.09.2015	16	25.01.2017
4	2015_20	NGO Center	25.09.2015	17	25.02.2017
5	2015_28	YCCD	25.09.2015	12+4	25.01.2017
6	2015_30	CDSSC	30.11.2015	9+4	30.12.2016
7	2015_31	SDWM	25.09.2015	18	25.03.2017
8	2015_35	Ijevan Municipality	25.09.2015	17	25.02.2017
9	2015_36	Meghvik	25.09.2015	15	25.12.2016



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FINAL REPORT

The Coordinator (Lead Beneficiary) is entirely responsible for submission of:

- Final narrative report
- Final financial report
- Expenditure verification report
(grant size is more than EUR 100 000)



FINAL REPORT

- With the balance payment request, no later than 2 months after the end of the action
- Cover the Action as a whole, regardless of which part of it is financed by the CA
- Consist of a narrative and a financial report drafted using the templates provided in Annex VI
- Be drafted in the currency and language of this Contract (in EUR and in English)



FINAL REPORT

- Include any relevant reports, publications, press releases and updates related to the Action
- Cover any period not covered by the previous reports
- In case the deadlines for interim and final reports (narrative and financial) overlap each other only the final report shall be submitted
- Include the proofs of the transfers of ownership (**Annex IX**) as referred to in Article 7.5.



FINAL REPORT

- Cover any period not covered by the previous reports
- In case the deadlines for interim and final reports (narrative and financial) overlap each other only the final report shall be submitted
- Include the proofs of the transfers of ownership (**Annex IX**) as referred to in Article 7.5.



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FINAL REPORT

ANNEX IX

TRANSFER OF OWNERSHIP OF ASSETS

Grant contract identification number:
Title of the Action:
Name of Beneficiary:
Name of Local Beneficiary/Local Affiliated Entity/Final beneficiary of the Action:

Assets	Description of item (> EUR.5 000)	Date of Purchase	Purchase Cost in EUR	Date of Transfer / Comments
1.				
2.				
3.				
4.				
Etc.				

The above list was drawn up to comply with Articles 2 and 7.5 of the General Conditions applicable to EU-financed Grant Contracts for External Action (Annex II of the Contract). Ownership of each item listed has been transferred. The local Beneficiary(ies) and/or the local Affiliated Entity(ies) and/or final beneficiaries are in agreement with its content.

Done in : on

(Beneficiary)

(Local Beneficiary/Local Affiliated Entity/Final beneficiary of the Action No 1)

(Local Beneficiary/Local Affiliated Entity/Final beneficiary of the Action No 2 etc.)



TRANSFER OF OWNERSHIP

Unless otherwise clearly specified in the Description of the Action in Annex I, the equipment and supplies paid for by the Budget for the Action shall be transferred to the final beneficiaries of the Action:

- local authorities
- local Beneficiary(ies)
- local affiliated entity(ies)
- another action funded by the European Union



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TRANSFER OF OWNERSHIP

➤or, exceptionally, retain ownership of these items.

Coordinator shall submit a justified written request for authorization to the CA, with an inventory listing the items concerned and a proposal concerning their use, in due time and at the latest with the submission of the final report.



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FINAL REPORT

The report package sent to GIZ MA for approval should contain the following documents:

- Cover letter
- Final Narrative Report
- Final Financial report
- Transfer of ownership
- Expenditure verification report (Audit report)
- Original Bank Account Statements
- Payment Request
- Forecast budget



REPORT APPROVAL STEPS

ACTION:	RESPONSIBILITY:
Report submission to MA	Coordinator/lead applicant
Report verification	GIZ MA
Requests for clarifications	GIZ MA
Approval of report package by Program Director	GIZ MA

REPORT APPROVAL STEPS

ACTION:	RESPONSIBILITY:
Submission of approved originals to country offices (GIZ AM, GIZ GEO)	GIZ MA
Report verification	GIZ Country office
Approval of the report	GIZ Country office
Transfer of the final payment (10%)	GIZ Country office

FINAL REPORT



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FINAL REPORT

If the Beneficiary:

- fails to fulfill any of the obligations related to reporting actions and, after being given written notice to comply with those obligations, still fails to do so OR
- does not provide a satisfactory explanation
- does not provide its 10% contribution

the Contracting Authority has the right not to transfer the 10% of the final payment.



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