

## Required documents to be submitted by the lead beneficiary with consolidated interim or final report

**! NB** Please take into account that full list of supporting documents will differ for each project, depending on the project's activities set and performed, type of expenditures reported and applicable Programme rules, Financing agreement, EU and/or national legislation.

Note that the representative of the Joint Technical Secretariat/ Managing Authority is authorised to ask additional documents from the lead beneficiary in order to complete verification of the consolidated report.

No	Type of the document
<b>Supporting documents to be submitted with consolidated reports</b> (! NB Supporting documents may be submitted either by e-mail, as paper copies or scanned copies in a data carrier).	
<b>Documents confirming evidence of carried out infrastructure activity:</b> (! NB Documents shall be provided confirming achievement not only of final outputs and results, but also of performed activities and reached deliverables during the implementation of construction works)	
1.	Construction contract or contract laying down the investments in infrastructure, annexes and amendments
2.	Documents evidencing the infrastructure works done: bills, invoices, acceptance acts, list of performed works
3.	Photos/other relevant visual evidences of infrastructure objects constructed/renovated with proof that communication and visibility requirements have been respected
4.	Documents proving change of amount of works (estimates of change, agreement of changes, and other, if relevant)
5.	Documents that evidence completion of construction work, commissioning acts
<b>Documents confirming evidence of purchased equipment:</b> (! NB Documents shall be provided confirming achievement not only of final outputs and results, but also of performed activities and reached deliverables during implementation of contract on purchase of equipment)	
6.	Contract (including documented amendments in case of changes) laying down the purchase of the equipment according to the project
7.	Documents evidencing the purchase of equipment: bills, invoices, acceptance acts, list of purchased equipment
8.	Photos proving the purchase and usage of the equipment with proof that communication and visibility requirements have been respected
<b>Documents confirming evidence of provided service that is part of project outputs e.g. developed documents (researches, studies, translations, etc.), organised seminar, public event etc.</b> (! NB Documents shall be provided confirming achievement not only of final outputs and results, but also of performed activities and reached deliverables during implementation of service contract)	
9.	Service contract, annexes and amendments, if applicable
10.	Documents evidencing fulfilment of contract obligations, e.g. bills, invoices, acceptance acts on fulfilment of services according to contract, developed documents (researches, studies, translations, etc.).
11.	Evidence of organised meetings and events (e.g. photos, agendas, presentations, memos, minutes, report of events, list of participants with signatures for each day, handouts, photo of promotional materials – confirming compliance with Programme communication and visibility requirements)
<b>Documents confirming evidence of carried out communication and visibility activities</b>	

12.	Information and publicity materials (e.g. press articles, leaflets, website screenshots/links, scanned brochures, photos, videos, photo of promotional materials – confirming compliance with Programme communication and visibility requirements)
13.	Photo/video or other evidence that mandatory communication measures are in place: at least one display panel per project infrastructure object, event, beneficiary's office etc. is erected according to requirements of the Communication and Visibility Guidelines for Projects Beneficiaries