



Project Closure

3rd call for proposals

14 February 2024



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General information



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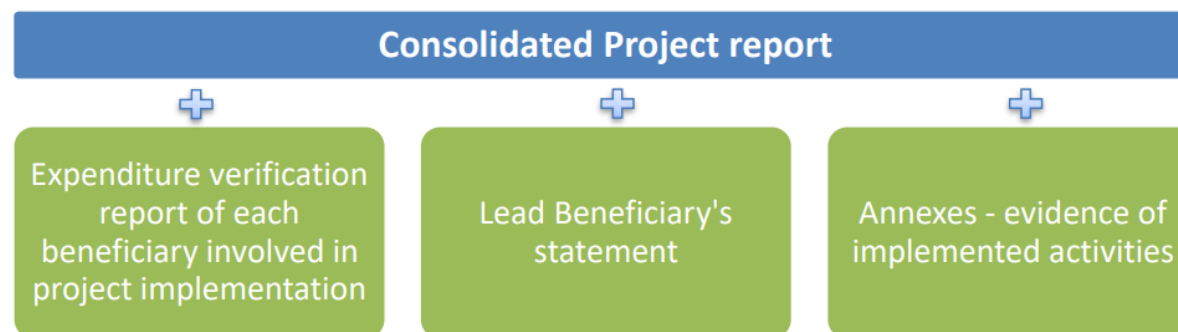
Consolidated Project report submission

- Consolidated Project report templates sent to Lead Beneficiary of the Project.

!!! Additional documents to be submitted

<https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana/>

- Project report to be submitted to JTS **3 months after project deadline** (for example, Project implementation was till 31 December 2023 and Project report must be submitted till 31 March 2024).
- Lead beneficiary prepares Consolidated Project report and Statement for Consolidated Project report, and gathers all approved individual project reports from other beneficiaries.
- Proof of expenditures and implemented activities must be provided by each beneficiary.



Consolidated Project report submission

Original documents as e-document signed by authorised person with secure electronic signature:

- ▶ consolidated Project report signed by authorised person of the lead beneficiary;
- ▶ expenditure verification reports (with checklist and, if applicable, on-spot report) of each project beneficiary involved in the project implementation including lead beneficiary signed by responsible public officer and authorized person of beneficiary;
- ▶ lead beneficiary statement for consolidated Project report signed by authorized person (template available on the website Interreg.lv)

Documents shall be submitted electronically to the official electronic mail of the Programme:

external-lv-cbc@varam.gov.lv

Consolidated Project report submission

3. projektu konkurss (kapitalizācija) x +

interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasa/ **Scroll down!**

All Bookmarks

INTERREG LATVIJĀ PROJEKTI/REZULTĀTI TIESISKAIS IETVARŠ PROJEKTU ĪSTENOTĀJIEM AKTUALITĀTES KONTAKTI

Project time sheets

List of participants of project events [with GDPR statement \(Latvian\)](#)

List of participants of project events [with GDPR statement \(English\)](#)

Required documents to be submitted with consolidated interim or final report

Statement after project implementation


Request for minor changes

Request for major changes

Budget reallocation form

NEW! Project Lead Beneficiary Statement for Consolidated Project Report

Programme logo ENG



Consolidated Project report submission



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Managing Authority: Ministry of Environmental Protection and Regional Development
of Republic of Latvia

Latvia – Russia
Cross-Border Cooperation Programme

2014 - 2020

FINAL REPORT - CONSOLIDATED

Number of report

The Excel protection must not be removed.
Damaged report form will be declared ineligible

Each report form is checked, it will be considered that an incorrect report form has been submitted, it will be requested to submit a correct form and until it is done the report will not be approved.

Individual beneficiary reports have to be drafted in English and sent to lead beneficiary to summarize information in a consolidated report that is submitted to the Joint Technical Secretariat electronically in MS Excel format to the official e-mail of the Programme lat-rus.cbc@varam.gov.lv together with:

- scanned individual expenditure verification reports in PDF format or as e-document if signed with e-signature and

- scanned lead beneficiary confirmation in PDF format or as e-document if signed with e-signature.

Individual expenditure verification reports and lead beneficiary confirmation have to be submitted as originals together with consolidated interim report to Joint Technical Secretariat:

Via post (if individual expenditure verification reports and lead beneficiary confirmation is issued and signed in paper version) to:
Latvia – Russia Programme Division,
Development Instruments Department
The Ministry of Environmental Protection
and Regional Development of the Republic
of Latvia,
Peldu street 25, Riga, LV-1494, Latvia

OR

Electronically to the official e-mail of the Programme lat-rus.cbc@varam.gov.lv if individual expenditure verification reports and lead beneficiary confirmation is issued and signed as e-document.

Supporting documents may be submitted either by e-mail, as paper copies or scanned copies in a data carrier.

I Title

II General information

III AP1

IV AP2

V AP3

VIII Indicators

IX Expenditures

X Reported costs

XII Summary

XI Annexes&signature ... (+) ⋮



Project report submission- LB statement



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PROJECT LEAD BENEFICIARY STATEMENT FOR CONSOLIDATED PROJECT REPORT

PROJECT NUMBER	
PROJECT ACRONYM	
LEAD BENEFICIARY	
REPORTING PERIOD NUMBER	
REPORTING PERIOD (DD/MM/YYYY - DD/MM/YYYY)	
PROGRAMME CO-FINANCING REPORTED ¹	

By signing this [statement](#) the lead beneficiary confirms that:

- the project neither in whole nor in part has or will receive any other additional EU, national or foreign financial instruments funding (except for the funding indicated in this project progress report) during the whole duration of the [project](#);

- the lead beneficiary and all project beneficiaries have acted according to the provisions of the relevant national legislation and EU regulations, Financing agreement as well as the specific provisions of the [Latvia - Russia Cross-border Programme 2014–2020](#);
- information and documentation in this project report and its attachments and if requested those that will be provided as additional clarifications are true and give a correct description of the implementation and the [current status](#) of the project.

Lead beneficiary organisation's official title in English	
Name and position of the authorised representative	
Signature	
Date of signature	

¹ Amount of Programme co-financing reported in EUR must match the amount indicated in consolidated report form worksheet "X Reported costs".

Each beneficiary's Statement after project implementation

- ▶ **Statement after project implementation of each beneficiary from Latvia** shall be submitted together with consolidated project report
- ▶ The template of *statement after project implementation* - <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana/>



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Project number	
Project title	
Project acronym	
Number and title of beneficiary	

Statement after project implementation¹

By signing this statement we confirm that:

1. We are aware on rules set in section 5.1.3. of Practical Guidelines for Project Implementation. Therefore we confirm that:

no revenue/profit was planned and generated during the Project implementation;

or

no revenue/profit was planned during Project implementation, however revenue/profit generated during the Project implementation is calculated and

In statement after project implementation each beneficiary confirms that:

- 1) no revenue/profit was generated during project implementation; in case revenue/profit was generated, it was deducted from reported eligible costs;
- 2) the Programme rules on information and visibility will be respected after the Project end date for outputs and results produced by the beneficiaries from Latvia;
- 3) no substantial change will be made in project produced outputs and results affecting project nature, objectives or implementation conditions which would result in undermining its original objectives;
- 4) without prior consent of MA, the beneficiary will not transfer ownership, industrial and intellectual property rights for outputs and results of the project within 5 years of the project closure or within the period of time set out in state aid rules, where applicable;
- 5) beneficiary provides information about purchased or created fixed assets;
- 6) beneficiary indicates contact person after project implementation in final report and confirms, that in case of change of contact person, it will immediately inform the MA about it;
- 7) beneficiary retains all files, documents and data about the Project on standard data storage media in a safe and orderly manner for control and audit purposes at least 5 years after the balance payment to the Programme.

Consolidated Project report verification

- ▶ The JTS/MA will review the submitted documents and within 30 days will either approve the Project report or, if necessary, request from the lead beneficiary additional documents/ clarifications to be submitted.
- ▶ NB! In cases additional documents/ clarifications are requested the approval of report is suspended until an answer to the request is received. Depending on the contents of the request, the terms within which they have to be submitted will be set individually.
- ▶ Once additional clarifications have been received the JTS/MA reviews them within 30 days. If the submitted documents/clarifications do not satisfy the request, another round of request of documents/clarifications is started.

Consolidated Project report verification

Project manager of the Joint Technical Secretariat makes control check and pays attention to:

Activities have been implemented and target groups have been reached

Services have been performed
according to application form, in due quality

Supplies have been delivered (installed)
according to application form, in due quality

Output and result indicators have been achieved



Guidance to documents

How to prepare supporting documents for the JTS?

No	Type of the document
Supporting documents to be submitted with consolidated reports (! NB Supporting documents may be submitted either by e-mail, as paper copies or scanned copies in a data carrier).	
Documents confirming evidence of carried out infrastructure activity: (! 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
Documents confirming evidence of purchased equipment: (! 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
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. (! 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)
Documents confirming evidence of carried out communication and visibility activities	

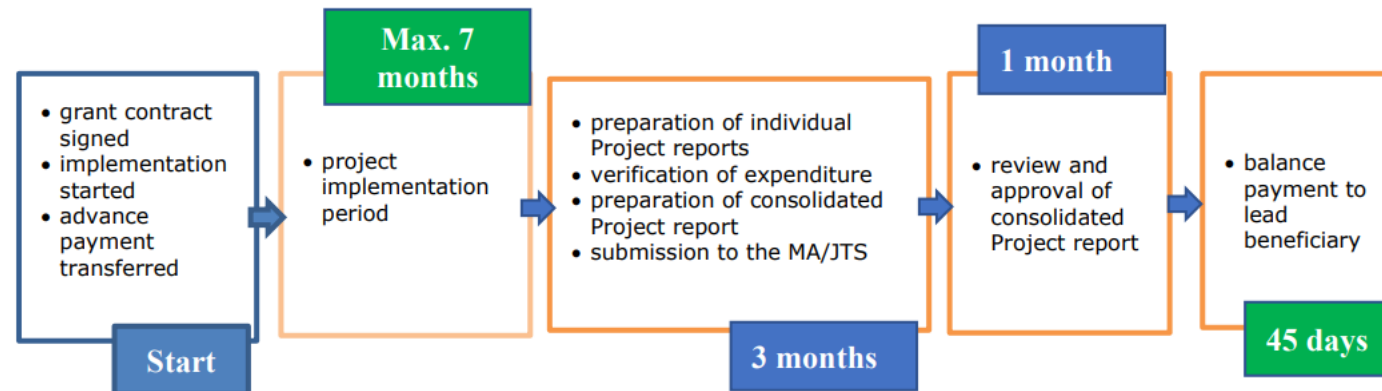


	AP1.5 AGENDA partner meeting 2020-05-07
	AP1.5 INVITATION partner meeting 2020-05-07
	AP1.5 PRESENTATION P1 partner meeting 2020-05-07
	AP1.5 PRESENTATION P2 partner meeting 2020-05-07
	AP2.2 P2 www..... 2019-12-13
	AP2.2 P2 www..... 2020-01-10
	AP2.2 P2 www..... 2020-01-28
	AP2.2 P2 www..... 2020-03-24
	AP2.4 P1 RNZ 2019-12 6 lpp
	AP2.4 P1 RNZ 2020-02 9 lpp
	AP2.4 P2 regional newspaper C..... 2020-01-28
	AP2.4 P2 RNV 2019-12
	AP2.4 P2 RNV 2020-01
	AP2.4 P2 RNV 2020-02

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Size: 156 KB
Date modified: 13.07.2021 1

Balance payment and Programme closure process

- ✓ Work on Consolidated Project report starts before the approval of individual project reports
- ✓ Consolidated Project report must be submitted to JTS/ MA in a timely manner
- ✓ Consolidated Project report Verification period to be considered
- ✓ Consolidated Project report must be approved till July/August 2024
- ✓ Balance payment to be made not later than September 2024





Thank You!



Sustainability of project outputs and results and other obligations



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Achievement of output and result indicators

Achieved outputs and results in project is essence of each project,

- 1) thus, information in Project report how the projects achieved* and will maintain the project outputs and result has to be provided;
- 2) Generally, project output and result indicators shall be achieved in full according to set target value in application form (except *force majeure* cases)! In case of underachievement the financial correction may be applied (section 5.3.6. of Guidelines for Grant Applicants and Project Implementation);



* See next slide

Evidence and description for achieved output indicators and result indicators

- ▶ In Project report (section VIII Indicators) project shall submit information about achievement of project output and result indicators and provide evidence for achieved output and result indicators

3. INDICATORS

3.1. Achievement of Programme output indicators

Output indicator	Planned	Current report

3.2 Description of achievement of Programme output indicators (including deviations)

Error! Please provide description!

Evidence and description for achieved result indicators



3.3. Description of measures taken to achieve Programme result indicators (Maximum 1000 characters)

Error! Please provide description!

3.4. Achievement of Programme result indicators

Result indicator	Baseline value	Target value	Reported

3.5. Description of achievement of Programme result indicators (including deviations) (Maximum 1000 characters)

Error! Please provide description!

Evidence for achieved output indicators for priority 1.1. “Promotion of and support to entrepreneurship”

► 1.1. priority: Number of business development organizations receiving support

3.2 Description of achievement of Programme output indicators of section VIII «Indicators»: information about organizations receiving support, type of support provided (e.g. 2 beneficiaries received co-financing). Please indicate, which institutions are new and which were supported in project of the 1st call, which results were capitalised or reinforced.

► 1.1. priority: Number of enterprises substantially and actively involved in projects (optional)

Required evidence documentation attached to Project report: one consolidated list of enterprises supported (preferable in excel file) during the whole project implementation with justifying documents (e.g. list(-s) of participants with signatures). **Double counting should be avoided within the project.**

3.2 Description of achievement of Programme output indicators of section VIII «Indicators»: information on support activities, in which enterprises were involved, by indicating activity and number of enterprises supported within this activity. Please indicate, which enterprises are new and which were supported in project of the 1st call, which results were capitalized or reinforced.

Result indicators will be calculated by the MA: Number of operating small business (official statistical data)

Evidence for achieved output and result indicators for priority 1.2. “Development and promotion of new products and services based on local resources”

► 1.2. priority: **output indicator**

Number of institutions using Programme support for promoting local culture and preserving historical heritage

Description of achievement of Programme output indicators of section VIII «Indicators»: information about institutions receiving support, type of support provided (e.g. 2 beneficiaries received co-financing). Please indicate, which institutions are new and which were supported in project of the 1st call or DAP, which results were capitalised or reinforced.

Result indicator: Number of new cross-border products and services based on local resources

3.3. Description of measures taken to achieve Programme result indicators: describe activities/ measures to achieve Programme indicator (Example: result indicator - 1 product developed – tourism route «X». Activities – route development, improvement of accessibility of the route, purchase of equipment for safety of the route, producing and printing map of route, producing of digital map).

3.4. Achievement of Programme result indicators: baseline, target and achieved (reported) value of result indicator shall be indicated in this section.

3.5. Description of achievement of Programme result indicators: indicate products or services developed, provide link to developed product/ service, e.g. route etc., indicate, which product/ service is new, which created within the 1st call for proposals or within DAP

Evidence documents: pictures of developed products and services

Evidence for achieved output indicators for priority 2.2. “Joint actions in environmental management”

- ▶ **2.2. priority: cross-border initiatives for promotion of sustainable use of natural resources**
- ▶ **3.2 Description of achievement of Programme output indicators of section VIII «Indicators»:** cross-border initiatives shall be indicated and described. Please indicate, which initiative is new and which was already implemented within the 2nd call for proposals.
- ▶ **Required evidence documentation** attached to Project report: photos, other relevant visual evidences, description of initiatives etc.
- ▶ **2.2. priority: number of persons actively participating in environmental actions and awareness raising activities (optional)**
- ▶ **3.2 Description of achievement of Programme output indicators of section VIII «Indicators»:** information on environment actions and awareness raising activities, in which persons actively participated, by indicating action or activity, its thematic focus and number of participated persons in each action/ activity.
- ▶ **Required evidence documentation** attached to Project report: one consolidated list of persons participating in environmental actions and awareness raising activities (preferable in excel file) during the whole project implementation with justifying documents (e.g. list(-s) of participants with signatures).
Double counting should be avoided within the project.

Evidence for achieved result indicator for priority 2.2. “Joint actions in environmental management”

- ▶ **2.2. priority: percentage of event participants knowledgeable on sustainable use of natural resources (level 4 and above)**

3.3. Description of measures taken to achieve Programme result indicators: indicate, what kind of knowledge and in which field was gained or improved by participants in project actions/ activities, during which questionnaires were filled in.

3.4. Achievement of Programme result indicators: baseline (before events) and achieved value (reported, after events) of result indicator shall be indicated in this section.

3.5. Description of achievement of Programme result indicators: indicate how many participants filled in questionnaires; information how many participants and percentage of all participants, who filled in questionnaire and evaluated their level of knowledge – level 4 and above before event (**baseline value**) and after events (**reported final value**)

Evidence documents: evidence of calculation of baseline and final value (e.g. excel), filled in questionnaires attached to the Project report.

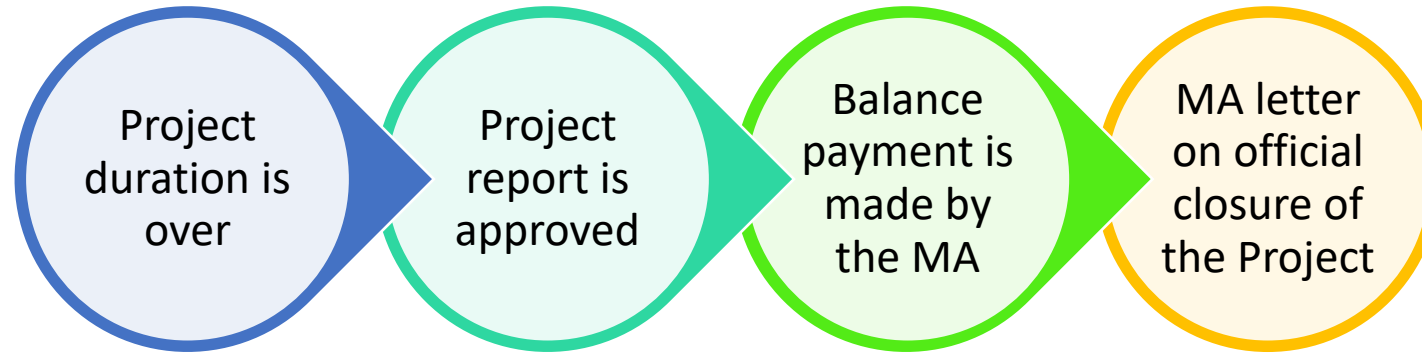
Indicator folder

- ▶ **Indicator supporting and justifying documents please provide in separate folder «Indicators» (with sub-folders Indicators of lead beneficiary, beneficiary 2, beneficiary 3 etc., if applicable) attached to the Project report.**



Contractual Obligations – Article 11

Reminder about programme requirements to be fulfilled by beneficiaries after the Project end



- ▶ **Project shall ensure sustainability of project outputs and results.**
- ▶ **Ownership, property rights to the Project results, reports and documents belong to beneficiaries**
- ▶ **MA, EC and NA have right to use** (e.g. store, modify, translate, display, reproduce, publish) **documents** deriving from the Project, respecting property rights
- ▶ **Transfer of ownership, property rights** for outputs and results of the Project (if it was not foreseen in the latest approved AF) **to be agreed with the MA** (at least five years of the Project closure (in case of state aid within the project this time may differ))
- ▶ Use of Project results shall **not jeopardize their sustainability** and **not to make profit** for beneficiaries
- ▶ If the **transfer of ownership rights resulted into a profit** for beneficiary/ies, the MA will recover the respective amount from the LB

Contractual Obligations – Article 12

Who may perform the checks of project documentation and sustainability of result after the Project end?

verifications may take place 5 years after payment of the balance for the Programme

- ▶ Managing Authority/ Joint Technical Secretariat
- ▶ Audit Authority
- ▶ National Authority of the Republic of Latvia
- ▶ Authorised representatives of the European Commission
- ▶ European Anti-Fraud Office
- ▶ European Court of Auditors, the Group of Auditors and any external auditor authorised by these institutions or bodies.

EACH
BENEFICIARY
SHALL

- ▶ To appoint contact person for smooth closure of the project
- ▶ To inform the MA in case of change of appointed person
- ▶ To retain all project related files, documents and data for control and audit purposes

Contractual Obligations – Article 12

How the checks of project documentation and sustainability of result after the Project end may be performed?

Beneficiaries provide the authorised body performing the verification with the documents/ information necessary for completion of their mission and shall allow:

- To access the Project premises, sites and locations
- To access to Project documents and information of technical and financial character, information systems, databases, etc.
- To take copies of documents
- To carry out ex-post verifications
- To conduct a full audit on the basis of all accounting documents and any other document relevant to the financing of the Project
- Requirements of confidentiality with respect to third parties shall be followed



Main principles for keeping of documents

- ▶ The maintenance of the documents should be guaranteed for at least 5 years after receipt of balance payment to Programme from the EC
- ▶ The procedure of archiving the project documentation might be integrated into organisational internal procedure
- ▶ Use as a hint for arranging folders the list of the evidences of eligibility of costs (accountancy records, invoices, delivery acts, procurement documents, participant lists, meeting minutes, publications, webpage printouts, photos, publications, reports, studies etc.)
- ▶ Keep folders in safe location
- ▶ In case if the originals are kept in different locations the copies should be kept together with references to other locations (e.g. accountancy records)





Thank you!



Balance payment and other financial issues



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Common rules for balance payment

- ▶ Programme co-financing rate (grant) is 90%
 - ▶ The amount paid to beneficiaries will not exceed amount of co-financing approved in the grant contract
 - ▶ Balance payment will be paid within 45 days following the approval of the Project consolidated report and receipt of the request for balance payment
 - ▶ Request for balance payment has to be submitted together with consolidated project report
- NB! In any case amount for balance payment will be recalculated taking into account amount of accepted costs**
- ▶ NB! Do not forget to submit updated Financial Identification form in case account where payment has to be transferred was changed

Common rules for balance payment

Calculation of balance payment:

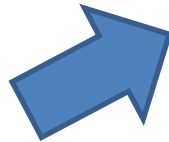
▶ Total reported eligible costs

Minus

▶ Total amount paid by Managing Authority

▶ Total reported interests and revenues

▶ Detected irregularities



Positive result:

▶ Remaining amount will be paid

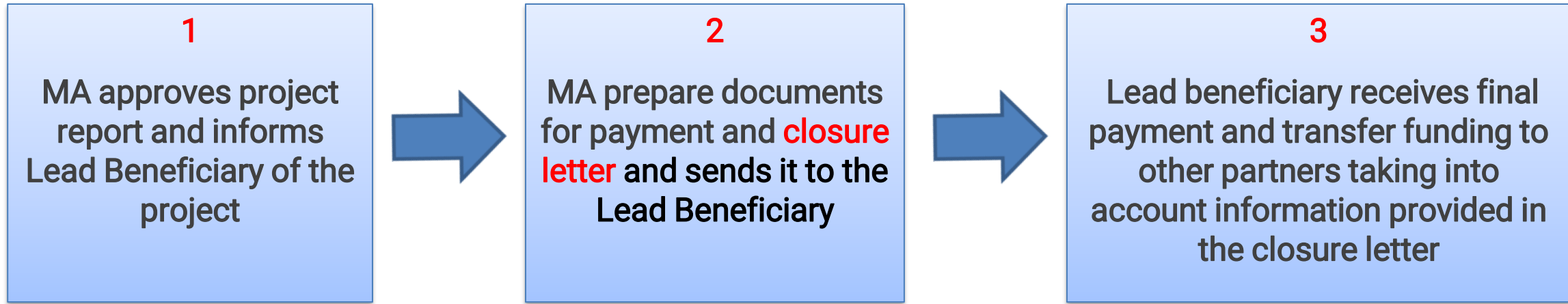


Negative result:

▶ Process of recovery will be started

NB! If total reported costs are less than initially planned, programme co-financing to be paid will be decreased accordingly!

PAYMENTS TO THE PROJECTS (2)



- ▶ Managing Authority will make payments just to the Lead Beneficiary;
- ▶ Closure letter will include information on approved expenditure by partners;
- ▶ Payments made by the Lead Beneficiary to other Beneficiaries are regulated by conditions of the Partnerships Agreement;

Balance payment– examples

	Example 1 – <u>co-financing</u> of reported costs exceed amount of initial payment	Example 2 – total costs are higher than paid amount, but <u>co-financing</u> is less than amount of initial payment	Example 3 – <u>total</u> reported costs are equal with amount of initial payment
Total planned costs of the project	400 000 EUR	400 000 EUR	400 000 EUR
In the Grant Contract approved co-financing (90%)	360 000 EUR	360 000 EUR	360 000 EUR
Amount of initial payment (40% of total planned)	144 000 EUR	144 000 EUR	144 000 EUR
Accepted costs	388 000 EUR	150 000 EUR	130 000 EUR
Co-financing of accepted costs	349 200EUR	135 000 EUR	117 000 EUR
Amount of the final payment / amount has to be recovered	349 200 – 144 000 = 205 200EUR	135 000 – 144 000 = - 9 000 EUR	117 000 – 144 000 = -27 000 EUR

ELIGIBILITY OF COSTS – THINGS TO REMEMBER

Do not forget to keep all documents, including financial documents related to the project and proving made payments (reports, supporting documents, accounts and accounting documents, documents related to the procurements and any other relevant documentation) **5 years from the date of balance payment from the European Commission to the Programme** (the Managing Authority will inform the lead beneficiary about this date) **even if Accounting Law allows shorter deadline.**



- *Do not confuse with balance payment to the project!*
- **NB! Recovery order can be issued after closure of the project, if Managing Authority or audit of European Commission will find any irregularity, including due to missing documents!**



Thank you!



Publicity requirements

after project closure



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Communication and visibility in the project report

External expertise and service costs (Budget Heading 3)

Events (*display panel, agenda, list of participants, presentations, photos, etc.*)

Documents (*logo and disclaimer*)

Supplies (*Programme stickers*)

Promo materials (*logo*)

Website (*logo and disclaimer*)

Equipment (Budget Heading 4)

Programme stickers

Display panels at project partners' offices

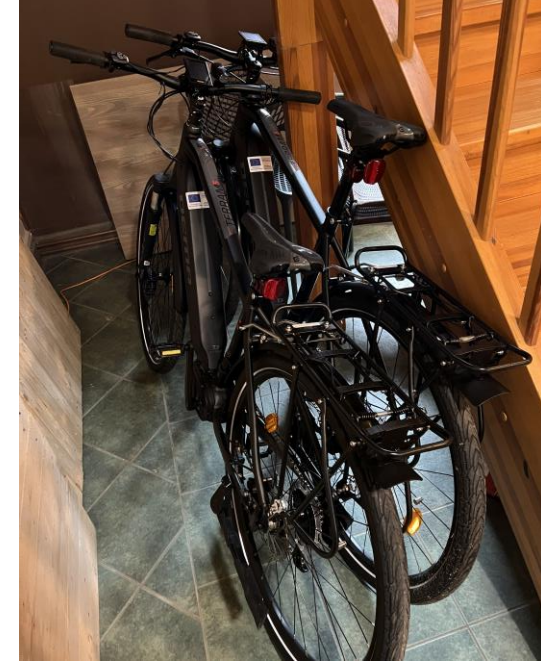
- ▶ **Location:**
 - ▶ At the entrances to office receptions
 - ▶ In a visible place
- ▶ **Size:**
 - ▶ content must be visible and readable so that passers-by are able to read them
- ▶ **Duration:**
 - ▶ at least 6 months after the end of the project
- ▶ **Renew the panel**
 - ▶ If project implementation period was prolonged
 - ▶ If contact information has changed
 - ▶ If panel is damaged



Supplies and equipment

► Location:

- On project supplies/equipment
- If item is too small or sticker may deface functionality, place sticker on the case / box / package of the item



► Duration:

- at least 5 years after the balance payment to the Programme by the European Commission



► Renew the sticker

- If it is damaged or comes off
- If the content is not readable

Fill in survey to request stickers from the JTS



Overview

**Stickers & website sections
must remain available
for 5 years after the balance payment to the Programme**



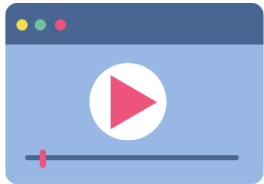
Important publicity aspects after project implementation



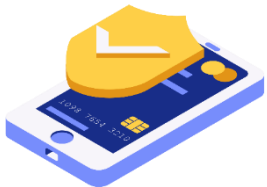
- ▶ the Programme information and visibility rules should be respected for all outputs/products produced with the assistance of the Programme



- ▶ Project outputs/products are extended to time beyond the project implementation and only limited to the life-time of the output/product



- ▶ Should the project publications/materials be reproduced, they should retain the Programme logo and respect other Programme communication and visibility requirements





Thank you!



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