

Interreg



Co-funded by
the European Union

NEXT Poland – Ukraine

Annex 11 to the Manual for small projects

REPORT FOR SMALL PROJECT IMPLEMENTATION (template)

- the report(s) shall be submitted **only** in electronic form via the generator available on the website: www.e-interregnext.eu
- **you do not attach** any financial/accounting documents to the report(s), but **only** documents confirming the implementation of the task and the achievement of the indicators, which are specified in the Small Project Grant Agreement for your small project
- you submit **a joint report(s)** on all partners of a small project
- you report in English
- the annexes to the report are in electronic form **only**
- the report is linked to the Application Form (**AF**)
- you submit the report(s) within the deadline(s) specified in the Small Project Grant Agreement.

** The comments in red italics are instructions to beneficiaries on what information is required in a given field in the generator and how to fill it in. These comments should appear as "bubbles" in the generator or directly in the given field.*

** black colour, technical information is written in italics, such as how the generator should work and what functions it should have in a given field the report is linked to the Application Form (AF) of the small project and a maximum amount of information is filled in automatically by the generator.*

A. IDENTIFICATION OF THE REPORT

Small project number	<i>Automatically filled in by the generator from the AF</i>
Title of small project	<i>Automatically filled in by the generator from the AF</i>
Name of small project Lead Beneficiary	<i>Automatically filled in by the generator from the AF</i>
Name of small project Beneficiary	<i>Automatically filled in by the generator from the AF</i>

Report number	<i>Automatically filled in by the generator</i>	
Type of report	Partial / Final - <i>tick as appropriate</i>	
Reporting period	From	<i>Selection from an interactive calendar</i>
	To	<i>Selection from an interactive calendar</i>

THE PROJECT BUDGET COVERED BY THE REPORT

Automatically filled in by the generator based on the information in Part B

Here the division is automatic between small project Lead Beneficiary and small project Beneficiary(-ies)

The generator enters amounts and % of budget implementation

	Small project Lead Beneficiary		Small project Beneficiary	
Total value and % of budget implementation	<i>....EUR</i>	<i>%</i>	<i>....EUR</i>	<i>%</i>
Co-financing requested and % of budget implementation	<i>....EUR</i>	<i>%</i>	<i>....EUR</i>	<i>%</i>
Co-financing from state budget (only for Polish entities) and % of budget implementation	<i>....EUR</i>	<i>%</i>	<i>....EUR</i>	<i>%</i>

B. PROGRESS OF A SMALL PROJECT

The generator automatically creates as many tasks as indicated in the Application Form (AF)

Task 1	<i>Task name - filled in automatically by the generator from the AF</i>
Implementing partner	<i>Automatically filled in by the generator from the AF</i>
Description of the implementation of the task	<p><i>Describe in detail:</i></p> <ul style="list-style-type: none"> ▪ <i>what activities you have carried out as part of the task,</i> ▪ <i>which parameters of the task were achieved, e.g. duration of the conference, number of participants,</i> ▪ <i>what was the contribution of each small project Beneficiary to the task</i> ▪ <i>who from the target group of the project participated in the activities</i> ▪ <i>which specific objective(s) of the small project the task has fulfilled</i> ▪ <i>what is the cross-border dimension of the products of the project, the investment made</i> ▪ <i>what promotional activities related to the task have been carried out</i> <p><i>(maximum 4,000 characters including spaces)</i></p>
Problems and developments related to the implementation of the task	<p><i>Describe and justify any problems and deviations, including delays and changes introduced during the implementation of the task and solutions applied to problems</i></p> <p><i>(maximum 2500 characters including spaces)</i></p>

TASK RELATED LUMP SUM OBTAINING CRITERIA	
Criterion <i>Automatically filled in by the generator on the basis of the AF</i>	
Documents confirming criterion fulfilment	Attach document <i>Remember that documents should be drawn up or issued during the project implementation period</i>
<i>Name and type of document - automatically filled in by the generator based on the AF</i>	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>

Programme output indicators for Task 1

Name of Programme output indicator	Unit of measurement	Planned target value of indicator	Indicator value achieved
<i>Automatically filled in by the generator on the basis of the AF or indicates that the task does not fulfil the output indicators of the Programme</i>	<i>Automatically filled in by the generator on the basis of the AF</i>	<i>Automatically filled in by the generator on the basis of the AF</i>	<i>Enter the value of the indicator you achieved for the task</i>
Documents confirming the achievement of the Programme output indicators	Attach document <i>Remember that documents should be drawn up or issued during the project implementation period</i>		Remarks, additional information - if applicable, you can describe the document, add information about it that will be important for those controlling the report
<i>Name and type of document - automatically filled in by the generator based on the AF</i>	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>		
	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>		

Small project fund output indicators for Task 1			
Name of Small project fund output indicator	Unit of measurement	Planned target value of indicator	Indicator value achieved
<i>Automatically filled in by the generator on the basis of the AF or indicates that the task does not fulfil the own output indicators</i>	<i>Automatically filled in by the generator on the basis of the AF</i>	<i>Automatically filled in by the generator on the basis of the AF</i>	<i>Enter the value of the indicator you achieved for the task</i>
Documents confirming the achievement of the Small project fund output indicators	Attach document <i>Remember that documents should be drawn up or issued during the project implementation period</i>		Remarks, additional information - if applicable, you can describe the document, add information about it that will be important for those controlling the report
<i>Name and type of document - automatically filled in by the generator based on the AF</i>	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>		
	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>		

BUDGET for Task 1

Amount automatically filled in by the generator provided that lump sum obtaining criteria are met (strict correspondence), when the beneficiary demonstrates realisation of at least 100% of the planned indicators in the task and attaches all required documents confirming the task implementation (in terms of criteria and indicators as indicated in the Small Project Grant Agreement).

Total lump sum <i>Automatically filled in by the generator from the AF</i>	Co-financing <i>Automatically calculated by the generator</i>	Co-financing from state budget (if applicable) <i>Automatically calculated by the generator</i>

The generator automatically creates as many tasks as indicated in the Application Form (AF)

Task 2	<i>Task name - filled in automatically by the generator from the AF</i>
Implementing partner	<i>Automatically filled in by the generator from the AF</i>
Description of the implementation of the task	<p><i>Describe in detail:</i></p> <ul style="list-style-type: none"> ▪ <i>what activities you have carried out as part of the task,</i> ▪ <i>what parameters of the task were achieved, e.g. duration of the conference, number of participants,</i> ▪ <i>what was the contribution of each small project Beneficiary to the task</i> ▪ <i>who from the target group of the project participated in the activities</i> ▪ <i>which specific objective(s) of the small project the task has fulfilled</i> ▪ <i>what is the cross-border dimension of the products of the project, the investment made</i> ▪ <i>what informational activities related to the task have been carried out</i> <p><i>(maximum 4000 characters including spaces)</i></p>
Problems and developments related to the implementation of the task	<p><i>If applicable, describe and justify any problems and deviations, including delays and changes introduced during the implementation of the task and solutions applied to problems</i></p> <p><i>(maximum 2500 characters including spaces)</i></p>

TASK RELATED LUMP SUM OBTAINING CRITERIA
Criterion

<i>Automatically filled in by the generator on the basis of the AF</i>	
Documents confirming criterion fulfilment	Attach document <i>Remember that documents should be drawn up or issued during the project implementation period</i>
<i>Name and type of document - automatically filled in by the generator based on the AF</i>	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>

Programme output indicators for Task 2			
Name of Programme output indicator <i>Automatically filled in by the generator on the basis of the AF or indicates that the task does not fulfil the output indicators of the Programme</i>	Unit of measurement <i>Automatically filled in by the generator on the basis of the AF</i>	Planned target value of indicator <i>Automatically filled in by the generator on the basis of the AF</i>	Indicator value achieved <i>Enter the value of the indicator you achieved for the task</i>
Documents confirming the achievement of the Programme output indicators	Attach document <i>Remember that documents should be drawn up or issued during the project implementation period</i>		Remarks, additional information - if applicable, you can describe the document, add information about it that will be important for those controlling the report
<i>Name and type of document - automatically filled in by the generator based on the AF</i>	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>		
	<input type="checkbox"/> <i>attach a pdf, jpg or zip file</i>		

Small project fund output indicators for Task 2			
Name of Small project fund output indicator <i>Automatically filled in by the generator on the basis of the AF or indicates that the task does not fulfil the own output indicators</i>	Unit of measurement <i>Automatically filled in by the generator on the basis of the AF</i>	Planned target value of indicator <i>Automatically filled in by the generator on the basis of the AF</i>	Indicator value achieved <i>Enter the value of the indicator you achieved for the task</i>

Documents confirming the achievement of the Small project fund output indicators	Attach document <i>Remember that documents should be drawn up or issued during the project implementation period</i>	Remarks, additional information - if applicable, you can describe the document, add information about it that will be important for those controlling the report
Name and type of document - automatically filled in by the generator based on the AF	<input type="checkbox"/> attach a pdf, jpg or zip file	
	<input type="checkbox"/> attach a pdf, jpg or zip file	

BUDGET for Task 2

Amount automatically filled in by the generator provided that lump sum obtaining criteria are met (strict correspondence), when the beneficiary demonstrates realisation of at least 100% of the planned indicators in the task and attaches all required documents confirming the task implementation (in terms of criteria and indicators as indicated in the Small Project Grant Agreement).

Total lump sum <i>Automatically filled in by the generator from the AF</i>	Co-financing <i>Automatically calculated by the generator</i>	Co-financing from state budget (if applicable) <i>Automatically calculated by the generator</i>

PROGRAMME RESULTS INDICATORS - refers to the final report

Name of result indicator <i>Automatically filled in by the generator on the basis of the AF</i>	Unit of measurement <i>Automatically filled in by the generator on the basis of the AF</i>	Planned target value of indicator <i>Automatically filled in by the generator on the basis of the AF</i>	Indicator value achieved <i>Enter the value of the indicator you achieved for the task</i>	Documents proving achievement of the result indicator <input type="checkbox"/> attach pdf, jpg or zip file
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SMALL PROJECT FUND RESULTS INDICATORS - refers to the final report

Name of result indicator <i>Automatically filled in by the</i>	Unit of measurement <i>Automatically filled in by the generator on</i>	Planned target value of indicator <i>Automatically filled in by the generator</i>	Indicator value achieved <i>Enter the value of the indicator</i>	Documents proving achievement of the result indicator
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<i>generator on the basis of the AF</i>	<i>the basis of the AF</i>	<i>on the basis of the AF</i>	<i>you achieved for the task</i>	<input type="checkbox"/> <i>attach pdf, jpg or zip file</i>
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C. HORIZONTAL PRINCIPLES

<p>Horizontal principles <i>The generator automatically enters from the AF the horizontal rules that the small project implements</i></p>	<p>Justification <i>Justify how the principles have been implemented in the project tasks (maximum 3000 characters including spaces) - you must implement the first 4 horizontal principles in your project</i></p>
<input type="checkbox"/> the principle of respect for fundamental rights and compliance with the Charter of Fundamental Rights of the European Union * (mandatory)	
<input type="checkbox"/> principle of equal opportunities and non-discrimination, including the principle of accessibility of the project for people with disabilities * (mandatory)	
<input type="checkbox"/> gender equality principle * (mandatory)	
<input type="checkbox"/> the principle of sustainable development, including the "do no harm" principle* (mandatory)	
<input type="checkbox"/> Others, including: <ul style="list-style-type: none"> • the new European Bauhaus initiative • Policy strategy for a European Green Deal • A political strategy for a Europe fit for the digital age 	
<input type="checkbox"/>	

D. ANNEXES

Name of the Annex	Yes	Not	Not applicable	Document
Statement of the small project Lead Beneficiary - according to the template - Annex No. 1 to the Report for small project implementation - obligatory <i>Small project Lead Beneficiary Statement template [download]</i>	<input type="checkbox"/>	---	---	<i>Attach a pdf, jpg or zip file</i>
Statement of the small project Beneficiary - according to the template - Annex No. 1A to the Report for small project implementation - obligatory <i>Small project Beneficiary Statement template [download]</i>	<input type="checkbox"/>	---	---	<i>Attach a pdf, jpg or zip file</i>
Other <i>(specify each)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Attach a pdf, jpg or zip file</i>

E. SUBMISSION OF THE REPORT

Name, surname, function of person submitting the report	
Name, telephone, email contact person responsible for drawing up the report	

Verify the report <i>The generator checks whether all report fields have been completed</i>	YES
Send report <i>Press if you want to send a report to the SPF Beneficiary</i>	YES
Generate report <i>Press to download and save the sent report as a pdf file</i>	YES

F. VERIFICATION OF THE REPORT BY THE SPF BENEFICIARY

Report approved/ to be improved	Name of the first person to verify the report and date of verification	Report approved/ to be improved	Name of second person verifying the report and date of verification

Total approved reimbursement amount	Small project Lead Beneficiary	Small project Beneficiary

Total amount of the de minimis aid	Small project Lead Beneficiary	Small project Beneficiary

Disbursement of <i>EU co-financing</i> funds	Amount	Date

Annex 1

The following template of the Statement of a small project Lead Beneficiary shall be completed and signed only by the small project Lead Beneficiary.

The Statement should be completed and printed, signed by the person(s) authorised to represent the organisation, and the scan attached in Section D. Annexes. The Statement may also be signed with a qualified electronic signature.

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NEXT Poland – Ukraine

Statement by the small project Lead Beneficiary

Small project title:

.....

Small project number:

.....

Name of small project Lead

Beneficiary:.....

In connection with the submission of this report on the implementation of a small project under the Small Projects Fund of the Interreg NEXT Poland-Ukraine 2021-2027 Programme, I **declare that:**

- no double financing has occurred during the implementation of the small project, i.e. the small project is not co-financed by another European Union programme,
- there were no conflicts of interest in the selection and contracting of suppliers of goods, services and/or works for the small project,

- the tasks of the small project have been carried out by the small project Beneficiaries (including the Lead one) in accordance with national regulations and the rules of the Programme, and Manual.

I agree to:

- processing and publishing personal data contained in the submitted report and annexes for the purpose of control and implementation of the Small Project Fund.
- making the data contained in the report available to bodies carrying out evaluations of operational programmes, on condition that those bodies ensure the protection of the information and secrets contained therein.

I undertake to keep records of the small project for the duration of its durability, i.e. for a period of five years from 31 December of the year in which I receive the last payment.

Location of records

(indicate address where project documentation will be kept)

I declare that the information contained in the statement and the small project report and the annexes is true and correct. I am aware of the criminal liability for giving false data or making false statements.

Person authorised to make representations:

Name

Position

Signature and stamp / Qualified electronic signature

Place, date

Annex 1A

The following template of the Statement of a small project Beneficiary shall be completed and signed only by the small project Beneficiary.

The Statement should be completed and printed, signed by the person(s) authorised to represent the organisation, and the scan attached in Section D. Annexes. The Statement may also be signed with a qualified electronic signature.

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NEXT Poland – Ukraine

Statement by the small project Beneficiary

Small project title:

.....

Small project number:

.....

Name of small project Beneficiary:.....

In connection with the submission of this report on the implementation of a small project under the Small Projects Fund of the Interreg NEXT Poland-Ukraine 2021-2027 Programme, I **declare that:**

- no double financing has occurred during the implementation of the small project, i.e. the small project is not co-financed by another European Union programme,
- there were no conflicts of interest in the selection and contracting of suppliers of goods, services and/or works for the small project,
- the tasks of the small project have been carried out by the small project Beneficiaries (including the Lead one) in accordance with national regulations and the rules of the Programme, and Manual.

I agree to:

- processing and publishing personal data contained in the submitted report and annexes for the purpose of control and implementation of the Small Project Fund.
- making the data contained in the report available to bodies carrying out evaluations of operational programmes, on condition that those bodies ensure the protection of the information and secrets contained therein.

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(indicate address where project documentation will be kept)

I declare that the information contained in the statement and the small project report and the annexes is true and correct. I am aware of the criminal liability for giving false data or making false statements.

Person authorised to make representations:

Name

Position

Signature and stamp / Qualified electronic signature

Place, date