

Ref No: [<N°>[
FIMS PO No: [<N°>[

COUNCIL OF EUROPE



GRANT AGREEMENT BETWEEN THE COUNCIL (

.....

The Council of Europe, which has its Headquarters at Avenue de l'Europe, F-67075 Strasbourg, France, represents
Hilde HAUG, Deputy Head of the Council of Europe Office in Ukraine, *acting on behalf of the Secretary General*

on the one hand, and

..... (hereinafter referred to as "the Grantee");
on the other hand,

have agreed as follows:

ARTICLE 1 - SUBJECT

1. The subject of this Agreement is the funding, for a maximum of UAH ... (...), by the Council of Europe as payment for the expenses to be met for implementation of "....." (hereinafter referred to as "the Action") as
2. The Grantee or the Grantees will be awarded the funding on the terms and conditions set out in this Agreement and
3. This Agreement shall enter into force on the date when the second of the two Parties signs it. The implementation shall start on 01 November 2025 and shall end on 31 July 2026.
4. The Grantee or the Grantees shall contribute to the Action either by way of its own resources or by contribution from

ARTICLE 2 - DIVISION OF THE GRANTEES ROLES AND RESPONSIBILITIES

1. The Grantees have full responsibility for implementing the action and complying with the Agreement.
2. The Grantees are jointly and severally liable for the implementation of the action. If a Grantee fails to implement its part of the action, the other Grantees become responsible for implementing this part (without being entitled to any additional funding to do so), unless the Council expressly relieves them of this obligation.
3. In the case of a single Grantee applying, all obligations and responsibilities outlined in this Article shall vest in the Grantee. All references to "Lead Grantee" and "Grantees" shall therefore apply equally to the Grantee applying.
4. The internal roles and responsibilities of the Grantees are divided as follows:
 - 4.1. The Grantees must designate a co-ordinator hereinafter referred to as "the Lead Grantee".
 - 4.2. Each Grantee shall:

- a) undertake to implement the Action, as described in APPENDICES I and II, in accordance with the terms and conditions of the current Agreement;
- b) be responsible for complying with any legal obligations incumbent on it;
- c) undertake to comply with the applicable principles, rules and values of the Council, including – but not limited to – those laid down in the [Policy on Respect and Dignity in the Council of Europe](#), [Speak-up Policy](#) and the [Code of Conduct](#);
- d) inform the Lead Grantee immediately of any change likely to affect or delay the implementation of the Action, change in legal status or technical, organisational or ownership situation, circumstances affecting the award of the grant or compliance with the requirements of the grant;
- e) use this funding exclusively for the subject as stated in Article 1;
- f) make no profit through the Council of Europe funding;
- g) respond adequately and promptly to any reasonable request for information made by the Council of Europe or the Lead Grantee concerning the implementation of the action or the verification of costs;
- h) submit to the Lead Grantee in good time:
 - any other documents or information required by the Council under the Grant Agreement, unless the Grant Agreement requires the Grantees to submit this information directly;
 - any information requested by the Lead Grantee in order to verify proper implementation of the action and compliance with the other obligations under the grant;
 - individual financial statement(s) for itself and, if required, certificates on the financial statement(s);
 - all data required to draw up the report(s) (see Article 2.4.3. f) and g)).
- i) provide — during implementation of the action or afterwards — any information requested in order to verify eligibility of the costs, proper implementation of the action and compliance with the other obligations under the Agreement.
- j) give the other Grantees access to any pre-existing industrial and intellectual property rights needed for the implementation of the action and to comply with the obligations under the Grant Agreement (Article 2.6.).
- k) where the documents specified in Article 2.4.3. f) and g) are not received by the Council of Europe by the due date(s), relinquish the right to the payment of the balance referred to in Article 3.1;
- l) keep the accounts of the Action, for a minimum period of 10 (ten) years from the date of transmission of the narrative reports and final financial report under Article 2.4.3. f) and g), for any further verification of the proper use of the grant that the European Union, the European Court of Auditors, the Council of Europe, its External Auditors or their appointed representative may effect;
- m) when acting under this Agreement, observe any applicable laws and to ensure that the European Union and the Council of Europe are not held liable in respect of third party (including State authorities') claims in this connection.
- n) take appropriate measures to prevent irregularities, fraud, corruption or any other illegal activity in the management of the Action. All suspected and actual cases of irregularity, fraud and corruption related to this Agreement as well as measures related thereto taken by the Grantees must be reported to the Council of Europe without delay.

4.3. The Lead Grantee shall:

- a) monitor that the action is implemented timely and properly, in accordance with the terms of the Grant Agreement;
- b) act as the intermediary for all communications between the Grantees and the Council (in particular, providing the Council with the information described in Article 2.4.2. f), g) and h) immediately), unless the Grant Agreement specifies otherwise;
- c) inform the Council of Europe immediately of any change likely to affect or delay the implementation of the Action of which it is aware;

- d) request and review any documents or information required by the Council and verify their completeness and correctness before passing them on to the Council;
- e) before the start of the implementation of the action, submit this list of pre-existing rights (Article 2.4.2. i)) to the Council;
- f) transmit to the Council of Europe a narrative progress report and a final narrative report¹ on the use made of the grant on the following dates:

Report	Reporting period	Submission by
Narrative Progress Report	1 November 2025 – 15 March 2026	the time the expenditure under the Action reaches at least 85% of the funds received in the first instalment and, in any event, no later than 1 April 2026
Final Narrative Report	1 November 2025 – 30 July 2026	31 August 2026

The narrative progress report and the final narrative report shall be prepared using the model available in Appendix IV to this Agreement.

transmit to the Council of Europe a financial progress report and a final financial report¹ All reports should, unless otherwise agreed between the parties, be submitted in one of the official languages of the Council of Europe (English or French) on the following dates:

Report	Reporting period	Submission by
Financial Progress Report	1 November 2025 – 15 March 2026	the time the expenditure under the Action reaches at least 85% of the funds received in the first instalment and, in any event, no later than 1 April 2026
Final Financial Report	1 November 2025 – 30 July 2026	31 August 2026

The financial progress report and the final financial report shall be:

- prepared using the model available in Appendix III to this Agreement;
- certified by a responsible financial officer of the Grantees, accompanied by appropriate original supporting documents (and a summary translation of those invoices not drawn up in English or French). If, under domestic law, the Grantee is not a legal entity, the report shall be accompanied by a copy of the credit advice slip or any other document, provided by the Grantees' bank, to certify the payment;
- accompanied by a certified copy, provided by the Grantees' bank, indicating the exchange rate applied on the date of the payment;
- accompanied by the procurement documents referred to in Article 11, if applicable and upon request by the Council of Europe.

A request for the disbursement of the remaining funds (the balance) if necessary for the implementation of the action shall be submitted to the Council of Europe by the Grantee, accompanied by the following documents:

¹ All reports should, unless otherwise agreed between the parties, be submitted in one of the official languages of the Council of Europe (English or French)

² All reports should, unless otherwise agreed between the parties, be submitted in one of the official languages of the Council of Europe (English or French)

³ "Appropriate original supporting documents" refer to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation, etc.

h) Ensure that all payments are made to the other Grantees without unjustified delay. The Lead Grantee may not
 Payments shall be made by the Council to the Lead Grantee. Payments to the Lead Grantee shall discharge the (
 If any of the Grantees breach any of its obligations under this Article, the grant award may be reduced or the Agree
 The Grantees must have internal arrangements regarding their operation and co-ordination to ensure that the acti
 - internal organisation of the consortium;- distribution of the Council payment(s);- additional rules on rights and
 The consortium agreement must not contain any provision contrary to the Grant Agreement.

ARTICLE 3 - PAYMENT MODALITIES

1. The Council of Europe shall pay the Grantee, or the Lead Grantee in the case of a consortium, the amount mentioned in Article 1(1) in 2 instalments, as follows:

Instalments	Instalment Amounts	Conditions for Instalments
1st Instalment	70% of grant amount, UAH	within 30 days of receipt of this Agreement duly signed
The balance	Amount requested, which must be equal to or less than the remaining balance of the total amount defined under Article 1(1).	within 30 days from the approval of the Narrative and Financial Progress Reports with all other documents specified in Article 2.4.3 f) and g).

2. Payments will be made to the Grantee or to the Lead Grantee in the case of a consortium in the currency in which

3. The above-mentioned amounts will be paid only by bank transfer to the following account opened in the name of

<Account holder>
<Full bank account number (RIB)>
<IBAN Code>
<SWIFT Code>
<Bank name>
<Bank address>

ARTICLE 4 – COMMUNICATIONS BETWEEN THE PARTIES

The Contact point within the Council of Europe is:

Oleg Muzychenko, Project Officer, “Strengthening multilevel governance and local democracy to :
Address: 8 Illinska Street, entrance 7, floor 5, Kyiv, 04070, Ukraine
Telephone: +380 96 761 67 87
Email: oleg.muzychenko@coe.int
Fax: +38 044 425 60 01(ext.111)

The Contact point within the Grantee or the Lead Grantee in the case of a consortium is:

<Person / Function / Department>
<Address>
<Telephone>
<Email>
<Fax>

Any communication is deemed to have been made when it is received by the receiving party, unless the Agreement Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch Mail sent to the Council of Europe using the postal services is considered to have been received by the Council of E Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, sh

ARTICLE 5 – LIABILITY FOR DAMAGES

The Council of Europe shall not be held liable for any damage caused or sustained by the Grantee or the Grantees,

ARTICLE 6 – Changes in GRANTEE's circumstances

The Grantee or the Grantees shall inform the Council of Europe without delay of any changes in the persons who run the Action. By signing this Agreement, the Grantee or the Grantees declare on their honour certifying that it or their owner(s) or its owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to the provisions of the Convention. It is sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, co-involvement in a criminal organisation, it has received a final judgment, finding an offence that affects his professional integrity or serious professional misconduct, it does not comply with its obligations as regards payment of social security contributions, taxes and dues, according to the law of the country of origin. In the event of failure to comply with the above provisions, costs incurred after the change of circumstances shall not be reimbursed. The Grantee or the Grantees shall also inform the Council of Europe without delay in cases where it is or becomes

ARTICLE 7 – CONFLICT OF INTERESTS

1. The Grantee or the Grantees undertake to take all necessary precautions to avoid any risk of a conflict of interests.
2. A conflict of interests exists where the impartial and objective exercise of the functions of any person under this Agreement is affected.

ARTICLE 8 - CONFIDENTIALITY

The Council of Europe and the Grantee or the Grantees undertake to preserve the confidentiality of any document, information or data received from the Council of Europe.

ARTICLE 9 – VISIBILITY

1. Unless the Council of Europe requests or agrees otherwise, the Grantee or the Grantees shall take all necessary measures to publicise the fact that the Action has received funding from the Council of Europe. Information given to the press and to the beneficiaries of the Action, all related publicity material, official notices,

reports and publications, shall acknowledge that the Action was carried out "with funding from the Council of Europe" and shall display in an appropriate way the Council of Europe logo.

2. In cases where equipment or major items have been purchased using funds provided by the Council of Europe, the Grantee or the Grantees shall indicate this clearly on that equipment and those major items (including display of the Council of Europe's logo), provided that such actions do not jeopardise the safety and security of the Grantees' staff.

3. The acknowledgement and Council of Europe logo shall be clearly visible in a manner that will not create any confusion regarding the identification of the Action as an activity of the Grantee/Grantees and the ownership of the equipment and items by the Grantee or the Grantees.

4. All publications by the Grantee or the Grantees pertaining to the Action that have received funding from the Council of Europe, in whatever form and whatever medium, including the Internet, shall carry the following or a similar disclaimer: "This document has been produced with the financial assistance of the Council of Europe. The views expressed herein can in no way be taken to reflect the official opinion of the Council of Europe."

5. All layouts of any communication items prepared by the Grantee or the Grantees are subject to approval with the Contact point within the Council of Europe.

6. The Grantee or the Grantees accept that the Council of Europe may publish in any form and medium, including on its websites, the name and address of the Grantee or the Grantees, the purpose and amount of the funding and, if relevant, the percentage of co-financing.

ARTICLE 10 – OWNERSHIP/USE OF RESULTS AND EQUIPMENT

1. Ownership, title and industrial and intellectual property rights in the results of the Action and the reports and other
2. Notwithstanding the provisions of Article 10(1) and subject to Article 8 above, the Grantee or the Grantees grant

ARTICLE 11 – PROCUREMENT

1. Unless otherwise agreed by the Parties (the Council of Europe and the Grantee or the Grantees) in writing, the p
2. This shall apply on the understanding that the Grantee or the Grantees' rules and procedures involve competitive
3. As a derogation to paragraph 2, above contracts may be negotiated directly with suppliers without competitive te
4. Without prejudice to the specific procedures and exceptions applied by the Grantee or the Grantees, the award o
5. The Grantee or the Grantees shall adopt reasonable measures, in accordance with its own procedures, to ensure their legal status is unclear (e.g. they are unable to provide information concerning their incorporation under the app they are bankrupt or subject to bankruptcy proceedings, are being wound up, are in judicial liquidation, have entered they have been convicted of an offence concerning their professional conduct by a judgment which has the force of they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a they are guilty of misrepresentation when supplying the information required as a condition of participation in the pr they are subject to a conflict of interests.
6. The Grantee or the Grantees shall discharge the Council of Europe of all liability associated with any claim or ac
7. Before signing a procurement contract, the Grantee or the Grantees shall verify that the other party to the contrac

ARTICLE 12 - ELIGIBLE COSTS

1. To be considered eligible as direct costs under this Agreement, costs must:

be necessary for the purpose of the grant;

comply with the principles of sound financial management, in particular best value for money and cost-effectiveness;

have actually been incurred by the Grantee or the Grantees during the implementation period as defined in Article 1

be identifiable and verifiable by the European Union and the Council of Europe, in particular being recorded in the C

comply with the requirements of applicable tax and social security legislation;

be backed up by originals or certified copies of supporting documents (as the case may be in electronic form); and

have been indicated in the estimated overall budget of the Action (see APPENDIX II).

2. Indirect costs may be considered eligible only where they are incurred by the Grantee or the Grantees in connec

3. It should be noted that, except when this is materially impossible (e.g. to pay taxi fares), all payments to third parti

4. The following expenses shall not in any manner be considered as eligible costs (the list is not comprehensive):

Debts and debts service charges;

Provisions for losses or potential future liabilities;

Loans to third parties;

Interest owed by the Grantee or the Grantees to any third party;

Items already financed through other sources

Customs and import duties;

Purchase of facilities or refurbishment of facilities unless directly related to the Action;

Fines, Financial penalties and expenses of litigation;

Bank charges, costs of guarantees and similar charges;

Conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as v

Costs incurred outside the implementation period as defined in Article 1.3 of this Agreement;

Costs incurred during suspension of the Agreement, excepted those considered by the Council of Europe as absol

Items already financed in another framework;

VAT recoverable under the applicable national VAT legislation;

Expenses incurred as a result of breach of one or more provisions of this Agreement, as determined solely by the C

ARTICLE 13 - ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

The Grantee or the Grantees shall keep accurate and systematic records and accounts in respect of the implement

The accounting regulations and rules of the Grantee or the Grantees shall apply, on the understanding that these re

3. The Grantee or the Grantees shall have in place a system of financial control involving segregation of duties, evic

4. Financial transactions and financial statements shall be subject to the internal and external monitoring procedure

5. The Grantee or the Grantees shall, for a minimum of 10 (ten) years from the date of transmission of the narrative
keep financial accounting documents concerning the activities financed; and

make available to the Council of Europe, at its request, all relevant financial information, including statements of acc

6. The Council of Europe, its External Auditors, the European Commission, OLAF and the European Court of Audit

ARTICLE 14 – FINAL AMOUNT OF THE COUNCIL OF EUROPE FUNDING

The total amount to be paid by the Council of Europe to the Grantee or the Lead Grantee in the case of a consortium. The Grantee or the Grantees accept that the funding by the Council of Europe shall be limited to the amount required. In cases where the Action is suspended or not completed within the implementation period of this Agreement, the full amount. Where the Action is not carried out at all, or is not carried out properly, in full or on time, and without prejudice to its recovery. In the event that funds paid under this Agreement must be reimbursed to the Council of Europe due to reduction of the Action. Any dispute shall be submitted to arbitration pursuant to Article 22 and any costs related to recovery will be borne by the Grantee or the Grantees.

ARTICLE 15 – SUSPENSION

The Council of Europe may suspend this Agreement if exceptional circumstances so require. The Council will notify the Grantee or the Grantees of the suspension and the reasons for it.

ARTICLE 16 – AMENDMENTS

Unless otherwise provided in this Agreement, the provisions of this Agreement may be amended only by written agreement of the Council of Europe and the Grantee or the Grantees. By derogation from Article 16.1, when an amendment to the provisional budget does not affect the basic purpose of the Action, it may be adopted by the Council of Europe.

ARTICLE 17 – TERMINATION

The Council of Europe reserves the right to terminate this Agreement and the Grantee/Lead Grantee undertakes to terminate the Agreement if:
if the Grantee or the Grantees fail to use the funding for the purpose of the Action; or
if the Grantee or the Grantees fail to explain in detail how the funding was used for the Action; or
if the Grantee or the Grantees fail to submit the required documents by the due date; or
if the Grantee or the Grantees fail to fulfil any of the terms of this Agreement; or
in cases covered by Article 6.2.

The Council of Europe will notify the Grantee or the Lead Grantee in case of a consortium of its intention to terminate the Agreement.

ARTICLE 18 – DATA PROTECTION

1. The Grantee or the Grantees shall comply at all times with the applicable data protection legislation. In particular, the Grantee or the Grantees shall ensure the effective exercise of data subject rights, including the right to information. Where, under the terms of this Agreement, the Grantee or the Grantees need to share personal data of third parties with the Council of Europe, including for the purposes of the narrative report and/or financial report, they shall inform the data subjects accordingly.
2. The Grantee or the Grantees are informed that the processing of any personal data by the Council of Europe is governed by the Council of Europe Regulations on the Protection of Personal Data adopted by the Committee of Ministers on 15 June 2022. The Grantee or the Grantees are also informed that the details of the Council's data processing practices are provided, for information purposes only, in the Council of Europe grant procedures - [Privacy Notice](#).

ARTICLE 19 – CASE OF FORCE MAJEURE

In the event of force majeure, the Parties shall be relieved of their obligations under this Agreement without any fine. In the event of such circumstances each party shall be required to notify the other party accordingly in writing, within

ARTICLE 20 – DISCLOSURE OF THE TERMS OF THE AGREEMENT

The Grantee or the Grantees are informed and give an authorisation of disclosure of all relevant terms of the Agree

2. The Grantee or the Grantees authorise the publication, in any form and medium, including the websites of the Council of Europe or its donors, of the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee or the Grantees and amount of the Agreement for the purpose of meeting the publication and transparency requirements of the Council of Europe or its donors.]

ARTICLE 21 – INTERPRETATION AND APPLICABLE LAW

The provisions of this agreement shall take precedence over its Appendices.

Nothing in the Agreement may be interpreted as a waiver of any privileges or immunities accorded to the Council of Europe. The Agreement is governed by the applicable Rules and Regulations of the Council of Europe.

ARTICLE 22 – DISPUTES

Any dispute regarding this Agreement shall - failing a friendly settlement between the Parties - be submitted to arbitration. The Arbitration Board shall be composed of two arbitrators each selected by one of the parties, and of a presiding arbitrator. Alternatively, the Parties may submit the dispute for decision to a single arbitrator selected by them by common agreement. The Board referred to in paragraph 2 of this Article or, where appropriate, the arbitrator referred to in paragraph 3 of this Article. If the Parties do not agree upon the law applicable to the dispute, the Board or, where appropriate, the arbitrator shall decide ex aequo et bono. The arbitral decision shall be binding upon the Parties and there shall be no appeal from it.

ARTICLE 23 – LANGUAGE

1. This Agreement is in the English language only. All versions hereof in any other language will be for information only and will not be binding upon the parties hereto.

Done in two copies,

For the Council of Europe		For the Grantee	
Place ► [Place ►	
Date ► [Date ►	

APPENDIX I – DESCRIPTION OF THE ACTION

APPENDIX II – ESTIMATED BUDGET

<i>Action / Діяльність:</i>					
<i>Place / Місце:</i>					
<i>Implementation period / Період імплементації:</i>					
<i>CoE Administrator responsible / відповідальна особа від Ради Європи:</i>					
<i>Currency / Валюта:</i>					
<i>Grant by the Council of Europe / Грант від Ради Європи:</i>					
<i>Contribution by the Grantee / Внесок від Грантоотримувача:</i>					
<i>Expenditure / Витрати</i>	<i>Unit / одиниця</i>	<i># of unit / к-сть одиниць</i>	<i>Average unit rate / середня вартість одиниці</i>	<i># of participants / к-сть учасників</i>	<i>Estimated Budget / орієнтовний бюджет</i>
1. Human Resources / Людські ресурси					
1.1. Staff / Персонал					
1.2. Experts/Consultants / Експерти/Консультанти					
1.3. Per diems (lunch, dinner, accommodation, transfer) / Добові (обід, вечеря, проживання, трансфер)					
1.3.1 International / Міжнародні	Per diem / за добу				
1.3.2 Local / Місцеві	Per diem / за добу				
Subtotal 1 Human Resources / Підсумок 1 «Людські ресурси»					
2. Travel / Подорожі					
2.1 International travel / міжнародні подорожі	Per return flight / за переліт в обидва боки				
2.2 Local transportation / Місцевий транспорт	Per trip / за подорож				
Subtotal 2 Travel / Підсумок 2 «Подорожі»					
3. Equipment and supplies / Обладнання та витратні матеріали					
3.1 n/a	Per xx				
Subtotal 3 Equipment and supplies / Підсумок 3 «Обладнання та витратні матеріали»					
4. Office items/ Офісні приладдя					
4.1 Office rent and related charges / Оренда офісу та пов'язані з цим витрати	Per month / за місяць				
4.2 Office supplies / Офісне приладдя	Per month / за місяць				
4.3 Office furniture and equipment / Офісні меблі та обладнання	Per item / за одиницю				
4.4 Other services (materials for seminars participants) / Інші	Per event / за захід				

послуги (матеріали для учасників семінарів)					
Subtotal 4 Office items / Підсумок 4 «Офісні приладдя»					
5. Other expenditure and services / Інші витрати та послуги					
5.1 Publications / Публікації	Per item / за одиницю				
5.2 Studies, research / дослідження	Per item / за одиницю				
5.3 Translation / переклад	Per page / за сторінку				
5.5. Conferences/seminars² / конференції та семінари					
5.5.1 Rent of hall (hall, technical equipment etc.) Оренда залу (приміщення, технічне обладнання тощо)	Per event / за захід				
5.5.2 Rent of interpretation equipment / Оренда обладнання для синхронного перекладу	Per event / за захід				
5.5.3.1 Coffee breaks / Кава паузи	Per event / за захід				
5.5.3.2 Lunch / Обід	Per event / за захід				
5.5.3.2 Dinner / Вечеря	Per event / за захід				
5.5.4 Local transfer / Місцевий трансфер	Per event / за захід				
5.5.5 Accommodation/ проживання	Per event / за захід				
5.5.6 Visibility actions / Діяльність щодо візуальної ідентичності	Per item / за одиницю				
Subtotal 5 Other expenditure and services / Підсумок 5 «Інші витрати та послуги»					
Total Grant expenditure (1-6) / Всього витрати Гранту (1-6)					
<p>Notes / Примітки:</p> <p>¹Indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box. / Вкажіть, який вид внеску зобов'язується зробити Грантоотримувач: у натуральній чи фінансовій формі. У першому випадку внесок у натуральній формі повинен бути описаний, а у другому випадку, сума і валюта фінансового внеску вказуються у відповідному рядку таблиці.</p> <p>²Insert different lines to take into account differences of unit rates or number of participants in each event (lunch, journeys, etc). / Вставте різні рядки, щоб врахувати різницю одиничних ставок або кількості учасників у кожному заході (обід, поїздки тощо).</p> <p>"Average unit rate" can be used but not "Average number of participants". / "Середня одинична ставка" може бути використана, але не "Середня кількість учасників" ²</p> <p>See Articles 1.1 and 3.2. / Див. пункти 1.1. та 3.2</p>					
I certify that this is the budget proposed / Я підтверджую, що це запропонований бюджет			I accept the proposed budget / Я приймаю запропонований бюджет		
Name of the representative of the Grantee / Ім'я представника Грантоотримувача		Name of the representative of the Council of Europe Ім'я представника Ради Європи			
Signature / Підпис		Signature / Підпис			
Date / Дата:		Date / Дата:			

APPENDIX III – MODEL FINANCIAL REPORT

Action:	<Action>						
Place:	<Place (if any)>						
Implementation period:	From <date> to <date>						
Responsible financial officer:	<Name, function>						
Currency:	<specify>						
Grant by the Council of Europe:	<specify the total amount of the CoE Grant >						
Contribution by the Grantee:	<'specify>						
Expenditure	Unit	# of units	Average unit rate (<reporting currency>) ²	# of participants	Estimated budget as per Grant Agreement	Expenditure (<reporting currency>) ³	Invoice reference number
1. Human Resources							
1.1. Staff							
1.1.1 specify	Per xx		0,00		0,00	0,00	
1.1.2 specify	Per xx		0,00		0,00	0,00	
1.1.3 specify	Per xx		0,00		0,00	0,00	
1.2. Experts/Consultants							
1.2.1 specify	Per xx		0,00		0,00	0,00	
1.2.2 specify	Per xx		0,00		0,00	0,00	
1.2.3 specify	Per xx		0,00		0,00	0,00	
1.3. Per diems (lunch, dinner, accommodation, transfer)							
1.3.1 International	Per diem		0,00		0,00	0,00	
1.3.2 Local	Per diem		0,00		0,00	0,00	
Subtotal 1 Human Resources					0,00	0,00	
2. Travel							
2.1 International travel	Per return flight		0,00		0,00	0,00	
2.2 Local transportation	Per trip		0,00		0,00	0,00	
Subtotal 2 Travel					0,00	0,00	
3. Equipment and supplies							
3.1 specify	Per xx		0,00		0,00	0,00	
3.2 specify	Per xx		0,00		0,00	0,00	
Subtotal 3 Equipment and supplies					0,00	0,00	
4. Office items							
4.1 Office supplies	Per month		0,00		0,00	0,00	
4.2 Office furniture and equipment	Per item		0,00		0,00	0,00	
4.3 Other services	Per month		0,00		0,00	0,00	
Subtotal 4 Office items					0,00	0,00	

5. Other expenditure and services							
5.1 Publications	Per item		0,00		0,00	0,00	
5.2 Studies, research	Per item		0,00		0,00	0,00	
5.3 Translation	Per 250 words		0,00		0,00	0,00	
5.4 Interpretation	Per person/day		0,00		0,00	0,00	
5.5. Conferences/seminars⁴							
5.5.1 Rent of hall	Per event		0,00		0,00	0,00	
5.5.2 Rent of interpretation equipment	Per event		0,00		0,00	0,00	
5.5.3 Coffee breaks	Per event		0,00		0,00	0,00	
5.5.4 Local transportation	Per event		0,00		0,00	0,00	
5.5.5 Per diems for participants (lunch, dinner, accommodation, transfer)	Per event		0,00		0,00	0,00	
5.5.6 Visibility actions	Per item		0,00		0,00	0,00	
Subtotal 5 Other expenditure and services					0,00	0,00	
6. Other							
6.1 specify	Per xx		0,00		0,00	0,00	
6.2 specify	Per xx		0,00		0,00	0,00	
Subtotal 6: other					0,00	0,00	
Total direct eligible costs (1-6)						0,00	
Subtotal 7: indirect eligible costs⁵		In %	0			0,00	
Total grant expenditure (1-7)⁶						0,00	
Already paid (credit advice slip for 1st instalment in local currency)						0,00	
Amount due						0,00	
Notes:							
¹ In accordance with the principle of co-financing, indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box. Contribution should not be included in the overall estimated budget.							
² See Article 2.2.e)							
³ See Article 3.2.							
⁴ Different lines to take into account differences of unit rates or number of participants in each event (lunch, trips, etc.) Average unit rate can be used but not average number of participants.							
⁵ Indicate percentage (flatrate up to 7%) to be covered by indirect eligible costs (i.e. eligible costs, not referred to in the budget heads 1-6, incurred by the grantee in connection with the action or project concerned).							
⁶ Please ensure the total grant expenditure is equal or below the maximum amount of grant funds to be awarded.							

I, the signatory, certify that the total amount of payments amounted to <sum in figures and currency> (<sum in letters and currency>) and that all supporting documents have been attached.	
Name and capacity of the representative of the Grantee:	
Signature:	
Date:	

APPENDIX IV – MODEL NARRATIVE REPORT

- This report must be **duly completed**, in all its parts, and **signed** by the contact person of the Grantee or of the Lead Grantee (in the case of a consortium).
- The information provided below must reflect the information that appears in the financial report.
- Please send one copy of this report to the contact person of the Council of Europe, with attached the deliverables produced and/or with evidence of the activities carried out in the implementation of the Action⁴ before the reporting deadline as specified in Article 2.4.3 (f) of the Grant Agreement.
- The Council of Europe reserves the right to reject any incomplete or poorly drafted reports and to consider the costs linked to the implementation of the Action ineligible.
- Unless otherwise specified, the replies to the questions below must cover the whole reporting period.
- Please expand the paragraphs or boxes as necessary.
- In accordance with Article 18.2 of the Grant Agreement, the processing by the Council of Europe of any personal data included in this report is governed by the [Council of Europe Regulations on the Protection of Personal Data](#), adopted by the Committee of Ministers on 15 June 2022. This processing is conducted following the practices outlined in the [Council of Europe grant procedures - Privacy Notice](#), provided for informational purposes only.

1. General information

1.1. Name of grantee or grantees:

1.2. Name and the position of the contact person of the Grantee or of the Lead Grantee:

1.3. Title of the Action:

1.4. Grant agreement number: _____

1.5. Start date and end date of the implementation period of the Action: from _____ to _____

1.6. Start date and end date of the reporting period: from _____ to _____

1.7. Amount of the grant: _____

1.8. Geographic scope: _____

1.9. Final beneficiaries &/or target groups⁵

⁴ "Action" is used as a general term for an action or a project implemented by the grantee in accordance with the grant agreement.

⁵ "Target groups" are those directly affected by the action and directly benefiting from the work of the Council of Europe – those receiving training, participating in conferences, reading the research conducted, etc., and "final beneficiaries" are those who indirectly benefit from the action over the long term.

1.10. Stakeholders⁶:

2. Description of the Action and the assessment of its implementation

- 2.1. Please provide a brief description of the Action and list its original objectives and expected results as set out in the grant agreement:

- 2.2. What do you consider to be the key results of your Action, regarding its contribution to the general objectives of the project/programme implemented by the Council under which the grant is awarded?⁷

- 2.3. Please give a global overview of the Action's implementation in the reporting period. Describe the level of achievement of the objectives of the Action:

- 2.4. What is your assessment of the results of the Action so far? Include observations on the performance and the achievement of objectives:

- 2.5. Describe the interaction with authorities (local, regional and/or national) during the implementation of the Action. Please include any feedback or reaction of the authorities to the Action in the reporting period.

- 2.6. Describe any challenges you may have experienced during the implementation of the Action in the reporting period and how you addressed them:

- 2.7. Describe how the Action will continue after the support from the Council of Europe has ended. What are the follow up activities envisaged? How the sustainability of the Action will be ensured?

- 2.8. What has your organisation or any actor involved in the Action learned from it and how has this learning been utilised and disseminated?

⁶ "Stakeholders" are those who participate in or organise some parts of activities under the grants. These are neither target groups nor beneficiaries, but their co-operation is vital for the successful implementation of the grant.

⁷ If the grant was not awarded in the framework of a project/programme implemented by the Council, please indicate what do you consider to be the key results of your action in light of the work of the Council of Europe in the areas of human rights, democracy and rule of law relevant to the grant?

2.9. Based on the lessons learnt, what would you do differently if you had the chance to start over again?

2.10. Please list all deliverables⁸ (and number of copies) produced during the Action on whatever format (please enclose a copy of each item):

2.11. If the implementation of the Action foresaw the organisation of events (e.g. conferences, workshops, etc.), please provide statistical data on the total number of participants in the Action, and on the number of participants by gender and by each target group:

Total number of participants:

Number of participants by gender:

i)

ii)

Number of participants by target group:

i)

ii)

iii)

3. Transversal elements

3.1. Please describe whether and how was gender mainstreaming ensured in the implementation of the grant. Were any methods used to advance gender equality in the framework of the Action? (e.g. gender sensitive awareness raising, advocacy, capacity building and communication etc.)?

3.2. Where possible, please describe whether the four human rights principles: (i) participation and inclusion; (ii) equality and non-discrimination, for example i.e. based on age, sex, gender identity, disability, ethnicity, origin, etc; (iii) accountability and transparency; and (iv) access to information were included in the realisation of the Action⁹:

3.3. If applicable, please indicate whether any environmental considerations were taken into account in the implementation of the Action. Some examples include everyday good practices such as less printing, or production of eco-friendly visibility materials:

⁸ By deliverables, we refer, for example, to publications, video material, info sheets, etc.

⁹ Some guiding questions to consider include: Was the information about the action available and how was it disseminated? Were vulnerable persons and minorities included in the action? Did the action allow for giving feedback, suggestions or raising complaints to the project team about the action overall?

4. Beneficiaries/affiliated entities and other cooperation

4.1. Where applicable, describe your relationship with other stakeholders involved in the implementation of the Action:

- (i) contractor(s) (if any)
- (ii) final beneficiaries and target groups
- (iii) other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)

4.2. Where applicable, outline any links and synergies you have developed with other actions, projects, programmes:

4.3. If your organisation has received previous Council of Europe grants in view of strengthening the same target group(s), to what extent has this Action been able to build upon/complement the previous one(s)? Please also list all previous relevant Council of Europe grants:

5. Co-funding

5.1. Please explain how you met the co-funding requirement. Please indicate whether you contributed by your own resources or by contribution from third parties and specify the amounts involved if the contribution took the form of financial, human resources or income generated by the Action:

6. Visibility

6.1. Describe and assess the outcome of the communication actions undertaken in the context of the Action:

6.2. Whenever a grant is awarded in the framework of a programme implemented by the Council¹⁰, describe how the above communication actions contributed to its objective and the achievement of its results:

6.3. Describe how the visibility of the Council of Europe and of the contribution of other donors (when relevant) were ensured during the Action:

¹⁰ If the grant was not awarded in the framework of a programme implemented by the Council, do not fill in this box.

7. Engagement of civil servants and other public administration staff in the context of the Action

When a grant is awarded under European Union/Council of Europe Joint Programme “Horizontal Facility for the Western Balkans and Türkiye” or other EU/CoE joint programmes in the Western Balkans, please provide information on civil servants / members of the public administration who were engaged (if any) in the context of the Action in the reporting period. In particular, for each civil servant or member of the public administration engaged, provide the following information:

- names, country, function in the public institution (as well as the name of the institution), dates of engagement and fees received, description of the activity for which they were engaged and justification for their selection. For Actions falling under the EU/CoE Horizontal Facility joint programme, also indicate the category of civil servants / members of the public administration under which they were engaged.¹¹

List of civil servants or members of the public administration engaged:

By submitting this report, I declare that all the conditions laid down in the Grant Agreement concerning the engagement of civil servants / members of the public administration have been complied with and that all the relevant supporting documents (including a signed Declaration on the exercise of a secondary activity) have been attached to the Financial Report.

¹¹ Under the Horizontal Facility, only civil servants / members of the public administration falling under one of the following categories can be engaged:

- i) Educational staff (including academics, pedagogical institutes, pre-university teachers, school teachers, curriculum experts);
- ii) Judges, prosecutors, staff from the prosecution offices and judicial and prosecutorial bodies;
- iii) Staff from the ministries for social affairs, ministries of justice, ministries of interior and ministries of health and public institutes;
- iv) Law enforcement staff (including staff from the specialised police departments and Financial Intelligence Units;
- v) Staff from equality bodies and central electoral commissions.

The civil servant/other public administration staff working for a direct beneficiary institution of a Horizontal Facility action cannot be involved in the implementation of the grant as per the rule governing the assignments for persons categorised under civil servants and other public administration staff. Similarly, the civil servant/other public administration staff cannot receive a fee under the Horizontal Facility action to perform identical or similar tasks for which he/she is already remunerated by the public institution for his/her official duties.

8. Publication of results

The Council of Europe may wish to publicise the results of Action - do you have any objection to the results of Action being published on the Council of Europe website? If so, please state your objections here:

--

9. Signature

By signing and submitting this Narrative Report I, the undersigned, hereby certify that the information contained herein is correct and that any personal data contained in this report has been collected and processed in compliance with the requirements laid down in Article 18.1 of the Grant Agreement.

Name of the contact person for the Action ►	
Place ►	
Date report due ►	
Date report sent ►	
Signature ►	

APPENDIX V ON SAFETY AND SECURITY

I,, acting on behalf of the grantee acknowledge that by implementing the project or action co-financed by the above grant ("the project") the persons involved in the implementation of the project are exposed to an increased risk of death and injury due to the ongoing war against Ukraine.

I declare that the grantee carries out the implementation of the project independently from the Council of Europe at its own initiative and risk.

I confirm that the grantee will perform systematic security assessments before implementing any activity related to the project.

I acknowledge that the Council of Europe does not assume any liability for the death, any injury or any damage that the grantee or persons involved in the implementation of the project may sustain in Ukraine.

Done in

Signature: