MODEL FINANCIAL REPORT – GRANT AGREEMENT

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:	*<*[1] *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,							
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/seminars[4]							
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 costs [5]	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:	