

Reporting Guidelines (Financial and Narrative)

Name of the organization:

Project title:

Small Grant Contract number:

Funding period:

Amount of funding:

1) Payout modalities

The Goethe-Institut will pay the small grant via bank transfer in instalments. The payout dates and numbers of instalments are specified in the Small Grant Contract.

The Recipient must provide their own invoices for the each instalment of the grant.

The Recipient receives the first instalment after the signing of the Small Grant Contract and after submitting the first invoice.

The Recipient receives further instalments after handing in the second/third/etc. invoice and after having submitted the mid-term and final reports as specified in the Small Grant Contract.

The Goethe-Institut reserves the right to withhold all or any of the Small Grant instalments if it reasonably requests information and/or documents from the Beneficiary and these are not supplied to the Goethe-Institut within the reasonably required time frame as set out in the Small Grant Contract.

The Goethe-Institut reserves the right to postpone or reduce the payments if the Beneficiary does not comply with the above-mentioned requirements.

The Goethe-Institut is entitled to the reimbursement of the paid instalments if the Recipient breaches any clause to the Small Grant Contract.

2) Guideline for Disbursement

In general: disbursement of project funds will be subject to the budgetary laws of the Federal Republic of Germany. That means: All spending must be in line with the laws and regulations of the Federal Republic of Germany regarding the use of public funds. The Funds Transfer Contract has the corresponding information.

Annex 5 (Budget guidelines) specifies which costs are eligible or ineligible.

At the end of the project, evidence must be provided for all expenditures with respect to both substance and quantity.

3) Financial reporting

How do I report on the financial expenditure?

The Recipient must provide information/proof on how the Small Grant has been used and has to hand in on request the original receipts to the Goethe-Institut.

The Recipient uses the **Annex 4 (Proof of Expenditure)** for the financial reporting.

Beneficiaries have to hand in supporting documentation with Annex 4, i.e. original invoices, proof of payment, etc..

What supporting documentation do I have to attach?

Receipts need to be accompanied by **payment-substantiating documentation**.

Examples of payment-substantiating documentation include:

For personnel costs:

- Copy of the employment contract
- Copy of salary statements
- Time sheets for project work as performed

For services and fees – external:

- Contract documents
- Documentation for contract awarding (service specification, comparative bids, contract award notice)

For travel costs:

- Tickets
- Invoices (travel agency, hotel, bus company, car rental)
- Travel expense statement for the use of private cars
- Logbook excerpts for the use of company vehicles
- Fuel receipts for the use of rental cars
- Justification of the need for taxi and car rental
- Daily allowance statement
- List of participants for catering receipts

For equipment, purchases, inventory:

- Documentation for contract awarding (service specification, comparative bids, contract award notice)
- Delivery slips / Delivery confirmation

For material costs:

- Documentation for contract awarding (service specification, comparative bids, contract award notice)

For other operating costs:

- Copy of the rental contract (reason for use and cost breakdown in case of prorating)
- Documentation for contract awarding (service specification, comparative bids, contract award notice)

Cash payouts

- For cash payouts, each payout must be confirmed via payer signature and payee signature.

Return of unspent funds

Unspent funds must be notified and paid back to the Goethe-Institut **without delay** at the end of the approval period.

How do I fill in Annex 4 – Proof of expenditure?

Annex 4 has to be completed and submitted to the Goethe-Institute as per the Small Grant Contract. The number of reports and deadlines are specified in the Contract.

Annex 4 consists of an **overview page** and **individual pages for each budget line**.

Details for the Beneficiary and Small Grant Contract must be filled into the relevant cells.

For each **budget line 1-6**, individual invoices and their relating data needs to be filled in. In case the number of transactions exceeds the provided form, the Beneficiary must add rows and adapt the sum formula accordingly.

From each page total, the amounts are being copied into the overview page.

Please put the corresponding financial documentation in the order of the categories in the budget. Within one budget line, please arrange the documentation in chronological order.

Please make sure that all financial report pages contain the following information:

1. Reference number (provided by the Beneficiary's accounting software or any other individual number that identifies the relevant transaction).
2. Date of the data entry into the Beneficiary's accounting software. If not applicable, please use the date of the invoice
3. Full official name and seat address of the supplier, together with his contact details (e.g. telephone, email, website, commercial registry number, VAT number)
4. Bank account number of the supplier must be indicated on the invoice.
5. Short explanation on how the expense was relevant to the project
6. Amount in the currency used for the transaction.
7. Exchange rate with EURO – the relevant Goethe-Institut will provide the official exchange rates on request.
8. Amount in EURO

On the **overview page**, Beneficiaries must complete the overall budget and totals of previous financial reports (if applicable). With each financial report, the data previously reported has to be amended and increased in the following reports accordingly. Therefore the remaining budgets for each budget line are indicated automatically.

All documentation submitted must bear the signature of the Beneficiary who oversaw the small grant implementation and the stamp of same organization. Please mark on each document the line in the budget to which it belongs.
Claimed expenses without documented proof will not be reimbursed.

Storage period for documents

The Beneficiary must store original receipts and documentation for the awarding of contracts as well as all other documents linked to this funding for ten years counting from the date on which proof of application is submitted.

4) Descriptive and evaluative report

When and how often will you need to report on the progress of your project?

In accordance with the payment rates, the following reporting periods apply:

- Reporting period 1: from 11.2021 to 01.2022
- Reporting period 2: from 01.2022 to 15.02.2022 (end of project)
- Post tracing surveys

What do I need to report?

For the interim reports:

Please answer the following questions:

1. Are the activities being implemented according to the plan? Can the milestones be reached in line with the project application?
2. Are there any changes in regard to the objectives/activities/milestones? If yes, please specify the nature of such changes and their financial implications.

For the final report:

Please summarize the progress of your project in accordance with the following structure. Please answer all questions stated below.

1. The aim of the project
 - 1.1. The initial objectives of the project
 - 1.2. Changes in regard to the project objectives (if applicable)
 - 1.3. Description of implemented activities. Please specify the following information:

- Dates of the activities
- Initially planned number of participants
- Actual number, age, gender and professional background of participants.
- Content of the activity and how it contributed to meeting the project objectives.
- What were specific positive highlights of the activity?
- How were the milestones of your project reached? Were they reached in a timely manner as planned in the project application?

Please describe whether the activities were implemented according to the plan/ with delay/ at risk/ did not take place.

In case one or more activities were implemented with delay, please specify why and the duration of the delay.

In case one or more activities did not take place, please provide an explanation.

1.4. Were the planned outputs reached?

1.5. Were the project aim and objectives met?

2. Coordination with the Goethe-Institut Senegal

Please describe if and how the coordination of the project was organized. What were the communication formats used?

3. Change of the concept and design of the project- if applicable

In case changes to the concept and design of the project needed to be introduced, please describe the reasons and the nature of changes.

Did the project continue after the end of the funding period?

4. Did any challenges incur during the project implementation? If yes, please describe those challenges and how you addressed them.

Post-tracing surveys

After 6 and then after 12 months after the completion of your project, you will be requested to complete and submit further survey forms. These survey forms will allow us to track the positive changes that your organization has achieved in regard to the range of services provided as a result of the project implemented under this small grant.

What additional documents do I have to provide?

If applicable, please provide:

- A list of publications / broadcasts on the project with links and name of the media outlet
- Links to project website and social networks pages

- Links to posts on the project in social networks, including the number of persons reached by the posts
- Video/photo report about the project
- All visual materials (posters, booklets, brochures, event programs, other printed materials) from the project (in digital copy and hard copy 3 ex.)
- Project feedback (audience surveys, participant and partner feedback, focus group surveys, online surveys, etc.)

How do I need to report?

The reporting will be done via email.

You will be asked to report on the above mentioned aspects by filling in a reporting form and Annex 4 (proof of expenditure). Moreover you will be asked to send electronic copies of the mentioned documentation (see II. And III) and if applicable a revised budget.

You will get an email-reminder in time before the next reporting/payment period ends.

Who can I contact for support?

gv.kkws-dakar@goethe.de