Rebooting the Food System: Youth Engagement for Agroecology and Due Diligence

Third party facility for youth and grassroot CSOs in Denmark

Annex 1: Reporting, planning, and handling of funds

I. Reporting and planning

The Third Party shall submit to the Co-Beneficiary for planning and monitoring purposes the following information:

1) For **planning purposes,** the third party commits to participating in the following:
   - induction meeting incl. briefing regarding visibility and MEAL requirements
   - mid-term meeting
   - closing meeting or similar

2) **Interim Report**
   - Third parties will receive from the Co-Beneficiary **a reporting template** for activities in English.
   - The Co-Beneficiary will provide instructions for the completion of this template.
   - The templates should be completed on a regular basis, according to the agreed reporting schedule (see I.6 below).
   - Interim reports will include the following topics
     - A short description (1 to 2 pages) of all measures and activities undertaken within the reporting period according to the project description, including any necessary modifications regarding the initial plan.
     - The number of people engaged through the project as well as required information for the Project's monitoring, evaluation, accountability and learning system.
     - Sources of verification for the activities, outputs, outcomes and people reached.
     - Difficulties and obstacles faced, especially those which hinder or prevent accomplishment of the objectives of the project, and strategies to overcome these difficulties.
     - Successes and failures within the project implementation.
     - Organisational information, including all relevant changes, persons to contact, addresses etc.

3) **Final report**

At the end of the project, the third party needs to prepare **a summary report of a maximum of 5 pages** about the outcomes they have achieved, activities they implemented, and the target groups reached, which will be evaluated by the Co-Beneficiary.

   - The final report must be transmitted to the Co-Beneficiary **within four weeks** after the Third Party Project is completed.
     - The report must be based on the planned activities, expected results, and impacts as laid down in the application of the sub-grantee, comparing them with the realized activities and achievements.

  - The number of people engaged through the project as well as required information for the Project's monitoring, evaluation, accountability and learning system.
  - Sources of verification for the activities, outputs, outcomes and people reached.
  - It shall describe difficulties and obstacles faced, especially those which hindered the accomplishment of the planned results and impacts.
  - It shall describe successes and failures within the project's implementation.
  - The final report must include any relevant reports, publications, press releases and updates related to the project.

4) Third Parties may need to be available for **online interviews** or **participate in an online survey** provided by the external evaluator.

5) **Financial Reports**

- Third parties will receive **a reporting template** in English in an Excel file format.
- Together with the Financial Reports the Third Party shall make available **copies of all invoices** and proof of payment for all project expenditures, numbered according to the reporting template, as requested.
- Additionally, **staff and payroll records** such as salary statements and details of remuneration paid, broken down into gross salary, social security charges, insurance and net salary, contracts and time sheets of hours worked in the framework of the Third Party Project, have to be presented.
- The Third Party shall be able to show the documents listed up in Art. 16.9 of the General Conditions (Annex II) at request, such as:
  - Proof of delivery of services such as **transport tickets**, proof of **attending seminars**
  - Proof of commitments such as **contracts** and **order forms**
  - Proof of purchase and receipt of goods such as **delivery slips** from suppliers and **invoices**
- The Third Party's supporting **financial documents** must be available for verification by an independent party (project verifier or similar) for the time of the project and for 8 years after the payment of the balance to the Third Party by the Co-Beneficiary. The Third Party shall inform the Co-Beneficiary about the location of project related documentation and accounts.
- Third Parties need to follow the financial and procurement rules of the EU and these of their own national legislation.

6) **Reporting schedule**
- The interim report, covering the first half of the implementation period, is due three weeks after midterm.
- Final report, covering the full project, is due four weeks after finalisation of the project (however no later than April 1st 2026)

All reports shall be presented in English.

The Co-Beneficiary may request additional information at any time. Such information must be provided by the Third Party within 14 days of the request.

II. Handling of funds

1) Generalities:

a) The project budget is calculated in DKK.

b) Claims cannot be made for financial losses because of changes in the exchange rates. It should be considered, that the available amount in local currency will depend on the actual exchange rate. The procedures related to spending of Project money are defined by the European Commission (see Annex II, General Conditions, Art. 15.9 and 15.10):

   Reports shall be submitted in DKK and may be drawn from financial statements denominated in other currencies, on the basis of the Third Party's applicable legislation and applicable accounting standards. In such case and for the purpose of reporting, conversion into DKK shall be made using the rate of exchange at which the contribution was recorded in the Third Party's accounts. If at the end of the Project, a part of the expenses is prefinanced by the Third Party, the exchange rate of the last instalment received from the Co-Beneficiary will be applied.

c) Only with written **information without delay** of the Co-Beneficiary it is possible to exceed the amount for a **budget item** by **more than 10 %** at the cost of another budget item, so that the overall budget remains unaffected. This method may not be used to amend the headings for salaries.

d) The Third Party recognises that there is no claim on money not spent on a budget position or not spent within the budget period.

2. Transfer of Funds

a) Transfers will be made by bank transfer.
   The Third Party shall inform the Co-Beneficiary about the account number, the name of the account, the name and the detailed address of the bank and the signatories. The chosen bank account shall allow the identification of the funds paid by Co-Beneficiary. The Co-Beneficiary will inform the Third Party about the sum transferred and the date of transfer.

b) Immediately after each remittance the Third Party shall transmit an acknowledgement of receipt including a bank statement which shows the remitter, the amount transferred (in DKK) and the amount received in currency of the local account. For each transfer of funds, the receipt of the exchange rate must be kept with the books. A copy shall be sent to the Co-Beneficiary together with the financial statements.

3. Accounting

a) The Third Party must maintain an appropriate project accounting system which shall provide a clear statement of all income and expenses in DKK. In cases of necessity, this shall be adapted according to the requirements expressed by the European Commission to accept the financial reports of this project.

b) To be acknowledged for accounting an **invoice** must:

   - State the correct name and address of the organisation
   - State date, address of the provider, item(s)/services purchased, purpose of the purchase

- State an invoice number,
- Include all other additional information following the rules of sound accountancy practice and national obligations.

c) The Third Party shall keep all records, accounting and supporting documents related to this Agreement for eight years following the payment of the balance by the Co-Beneficiary. They shall be easily accessible and filed so as to facilitate the examination and the Co-Beneficiary has to be informed about their precise location.

d) All the supporting documents shall be available either in the original form, including electronic form, or as a copy.

e) Upon request of the European Commission, the Co-Beneficiary or the Coordinator, the documents must be sent to the Co-Beneficiary. The Co-Beneficiary obliges itself to return the original documents after they have been examined by the European Commission, the Coordinator or the Co-Beneficiary. The Co-Beneficiary and the Coordinator are allowed to make copies of the original documents.