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FOR DEVELOPMENT

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GENERAL CONDITIONS FOR THE COFINANCING
OF PROJECTS UNDERTAKEN
IN DEVELOPING COUNTRIES
BY NON-GOVERNMENTAL ORGANIZATIONS (NGOs)
(BUDGET ARTICLE 941)



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INTRODUCTION

These General Conditions apply, in accordance with budget Article 941, to the cofinancing by the European Community of aid and development projects in the developing countries undertaken by European non-governmental organizations (NGOs), jointly with local partners.

These Conditions are intended to offer rapid cofinancing for NGO projects, subject to flexible rules which can be adjusted to take account of the diversity of problems and situations and the way in which those problems and situations evolve.

In proposing this cofinancing instrument, the Community is endeavouring to facilitate and strengthen action by European NGOs aimed at improving, on a durable basis, the living conditions and development prospects of the beneficiaries. In doing so, it is responding to the commitment and support shown for years by the European public towards this solidarity at non-governmental level.

In its cooperation with the NGOs, the Community undertakes to respect their pluralism, their independence and the specific nature of their operations, which are both an act of solidarity with the poorest, responding directly to their basic needs, and one of support for their self-development. NGO operations are distinguished by the lack of any economic or political interest on the part of the donors. By proposing simple and flexible conditions for this cooperation, the Community is demonstrating its confidence in this approach to development and in the NGO's ability to undertake projects effectively in conjunction with their local partners.

In return, the NGOs undertake to use the cofinancing resources with the utmost rigour, in order to provide the beneficiaires with real, lasting support. This responsibility assumed by the NGOs in particular involves the

obligation to prepare the proposed projects conscientiously and undertake them with clearly identified partners.

Lastly, the Community expresses the hope that, via the cofinanced projects, the European NGOs will bear the message of the solidarity of the European public and of the Community as an entity to their partners and beneficiaries.

Cofinancing under these General Conditions may be accorded only to European NGOs which meet the eligibility criteria set out in sections 1, 2 and 3 below. This means that the Commission of the European Communities cannot consider applications which come directly from organizations or associations in developing countries or non-member countries; these organizations must first persuade an NGO which is eligible to submit applications to the Commission to take an interest in their projects.

Requests for further information on the terms governing cofinancing may be made to the relevant department (see section 14), which will endeavour to deal with them as soon as possible.

I. ELIGIBILITY OF NGOS

§1 In order to be eligible for cofinancing under the General Conditions, the NGO must satisfy the following conditions:

- 1.1 it must be established as an autonomous, non-profit-making NGO in a Member State of the European Community*, in accordance with the legislation in force in that state;
- 1.2 it must have its head office in one of the Member States of the European Community;
- 1.3 its head office must be the effective decision-making centre for all cofinanced projects;

* the twelve Member States are: Belgium, Denmark, the Federal Republic of Germany, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain and the United Kingdom.

1.4 the bulk of its human and financial resources must be of European (Community) origin.

§2 In order to determine whether an NGO may be eligible for cofinancing, the following factors shall be taken into account:

- 2.1 its ability to mobilize solidarity and private resources within the European Community for its development activities in developing countries;
- 2.2 the priority which it attaches to development aid in developing countries;
- 2.3 its experience with regard to aid for developing countries;
- 2.4 its ability to support development projects proposed by partners in the developing countries;
- 2.5 the nature and extent of its links with similar organizations in the developing countries;
- 2.6 the nature and extent of its links with other NGOs both inside and outside the European Community;
- 2.7 its administrative management capacity and, where appropriate, its past performance in meeting its obligations under previous cofinancing contracts with the Commission.

§3 An eligible NGO which satisfies the above conditions but is acting on behalf of a non-eligible NGO and has no influence on the execution of the projects and is not contributing towards the cofinancing of such projects, cannot obtain cofinancing.

II. ELIGIBILITY OF PROJECTS

§4 Projects eligible for cofinancing are those which:

- directly meet the economic and social development needs of the people concerned, in particular the basic needs of the poorest sections of the population;
- are aimed at increasing the indigenous development capacity of the beneficiaries;
- involve the beneficiaries as partners at all stages of the project, namely design, implementation, management and post-execution operation;
- have clearly defined objectives which can be achieved within a reasonable time span;
- are put into effect with easily identifiable beneficiaries and/or local partners who will assume, within an appropriate time span, responsibility for management and, in the event of physical realization, ownership, in accordance with the provisions of section §20;
- are undertaken with resources which are commensurate with the objectives being pursued;
- are viable to the extent that their impact will continue when the Community aid or any other external aid has ceased;
- are compatible with the development objectives of the country concerned and those of the Community's development cooperation policy.

§5 Priority shall be given to development-oriented projects which are conceived as integrated multidisciplinary projects.

§6 Special attention shall also be accorded to projects which:

- reinforce development structures in the developing countries, particularly grassroots organizations and their networks, which do not have access to support from a network of organizations outside the developing countries, so that they are better able to perform their tasks for the benefit of the people concerned (see Chapter XII);
- enable, particularly in the case of directly productive projects, financial resources (e.g., revolving funds, loans, bank guarantees) to be built up which can be re-employed for other projects.

§7 A project may normally receive cofinancing once only. Nevertheless, the extension and/or improvement of projects already cofinanced may be considered for a new cofinancing.

§8 Projects concerned solely with curative medicine, formal education, basic research, seminars, study trips, etc., shall not be eligible for cofinancing unless they are likely to meet an urgent need.

§9 Applications for retroactive cofinancing in respect of projects which, when the dossier is submitted, are already virtually complete, shall not normally be eligible for cofinancing.

III. PRESENTATION OF APPLICATIONS

§10 An NGO making an application for cofinancing must provide:

- information on its organizational set-up (Annex I). Any change occurring during the life of the contract in the information supplied initially must be notified to the Commission as soon as possible;

- information on the project, including its budget, and a full breakdown, expressed in ECU* and showing the amounts and sources, of all contributions to the project.

Where the application for cofinancing relates to only part of a wider programme, the NGO must also provide a description of the overall operation in order to show where the proposed project fits into that programme.

The application must follow the layout given in Annex II.

§11 In the case of a multiannual project, the NGO may present a detailed budget for the first year and estimates for major budget headings for subsequent years.

§12 A project may be put forward by two or more NGOs. In such a case, the NGOs concerned may submit a single application, which must specify in particular their respective obligations and responsibilities.

§13 The project must normally be approved by a competent local authority. The NGO shall provide the Commission with proof that such approval has been obtained.

§14 The application for cofinancing, in eight copies, drawn up in one of the official languages of the Community and in accordance with these General Conditions, may be submitted at any time to the following address:

Department VIII/D/3 (NGOs)
Directorate-General for Development,
Commission of the European Communities
Rue de la Loi, 200,
B - 1049 BRUSSELS
Telephone: Brussels 235.13.62 or 235.30.19
Telex : 21877 COMEUR B
Telegram: COMEUR BRUSSELS

* the ECU exchange rate is published in the European daily press. It may also be obtained from banks or by telexing Brussels N° 23789 or 23794 (Code CCCC).

IV. COSTS ELIGIBLE FOR COFINANCING

§15 Direct costs:

15.1 Design costs:

- these are the actual costs incurred by the NGO or local partner at the project identification, preparation and formulation stages. A statement explaining these costs must appear in the budget presented for cofinancing.

15.2 Cost of purchasing land, construction costs and other related expenses:

- the Commission may agree to costs relating to the acquisition of land, infrastructure and buildings being included;
- the estimated value of land or existing infrastructure may be taken into consideration if they form an integral part of the project;
- the NGO shall provide any relevant information regarding the land or infrastructure (value, ownership, age, any providers of funds, etc.);
- for each proposed building, the NGO must annex to the dossier an estimate or assessment of the costs, plus a plan or sketch.

15.3 Cost of purchasing and transporting equipment, materials and supplies:

- the NGO shall provide any relevant information regarding the proposed purchases;

- the NGO must take all the necessary measures to ensure that the materials and equipment are those which best meet local needs and are most appropriate in terms of quality, cost, availability and maintenance. Normally, where these conditions are met, preference shall be given to equipment and materials of local origin and, failing that, to those of Community origin.

15.4 Where a valuation has to be made in respect of the costs referred to under §15.2 and 15.3, the NGO must specify the method of calculation applied and must prepare, where necessary, for the financial report(s) documentary evidence of the valuation(s).

15.5 Cost of staff directly participating in the execution of the project:

- the NGO must, in so far as possible, make use of local human resources. The provision of expatriate staff shall be duly justified by the NGO, which will ensure that such staff satisfy the criteria with regard to suitability and qualifications required for the proper execution of the project;
- the status, job description and period of employment of the staff provided for are to be specified;
- in addition to salaries, the NGO may include in the budget costs connected with the utilization of human resources (recruitment, selection, travel, social charges, allowances, training where necessary and duly justified, etc.), provided that they are specified. If they are not already covered by other sources of finance, the Community may agree to cofinance them;
- the equivalent value of services rendered can be accepted, provided the NGO specifies in its application the method of calculation applied and subsequently establishes, where appropriate, documentary evidence for the financial report.

15.6 Resources intended for the constitution of revolving funds or other systems of credit:

- the NGO shall justify the choice of system proposed and specify in detail how it is to operate, particularly with regard to the criteria for selecting the beneficiaries, the allocation and repayment procedures, the intended use of funds generated by the system and, where necessary, the organization responsible for financial management, etc.

15.7 Operating costs:

- the costs relating to the operation of a project may be included if the nature of that project so justifies. In so far as possible, those costs which are met by external aid must be so on a degressive basis. The operating costs of a public administrative authority shall be excluded.

15.8 Margin allowed for inflation and contingencies:

- depending on the type of project, its duration, the means to be deployed, where the equipment is purchased and which is the recipient country, a realistic margin for inflation is acceptable, as well as a reasonable margin to cover any unforeseen expenditure.

§16 Indirect costs:

16.1 Project to increase public awareness:

- only the real costs of a project to increase public awareness which is normally linked with the principal project shall be accepted;
- the proportion charged to the Community may not normally exceed 50% of the total cost under this heading;
- the nature, target groups, range and means to be deployed in connection with such a project are to be specified.

16.2 Evaluation costs:

16.2.1 Self-evaluation:

- the NGO may include the cost of evaluating the project; the Community shall make the same percentage contribution as to the direct costs of the project; the NGO shall provide details of the evaluation programme (evaluator, terms of reference, working method, duration, date, etc.); the NGO shall undertake to provide the Commission with the full results of the cofinanced evaluation;
- if the evaluation is for a programme of which the cofinanced project forms a component part, the NGO shall provide the Commission with the full results.

16.2.2 Joint evaluation:

- in some cases, in conjunction with the local partner, the NGO and the Commission may decide, by common accord, to include in the budget the cost of evaluating the project. If necessary, this evaluation may be extended to cover other similar projects;
- the terms of reference, the choice of the evaluators and the other arrangements shall normally be decided jointly.

16.3 Administrative expenses of the European NGO:

- these may not exceed 6% of the direct costs of the project. The proportion charged to the Community may not exceed 6% of its contribution to the direct costs. This contribution shall be made on a flat-rate basis and therefore does not have to be justified.

§17 The Commission expressly reserves the right to reduce or exclude certain costs.

V. FINANCIAL CONTRIBUTIONS

§18 Community contribution:

18.1 The Community contribution may not normally exceed 50% of the total project cost; however, in justifiable cases, it may exceptionally meet up to 75% of the cost involved.

18.2 The Community cofinancing may cover five years maximum.

18.3 The Community contribution for a project may not exceed 150,000 ECU per annum. The total Community contribution for any project may not exceed 500,000 ECU.

18.4 The total Community contribution to a project presented by two or more NGOs may exceed the ceilings indicated in the preceding paragraph, without however exceeding twice those ceilings.

18.5 Applications for contributions of less than 12,000 ECU cannot be considered.*

§19 NGO contribution:

19.1 As a rule, the NGO presenting the application must contribute at least 15% of the direct costs from private European funding. The Commission may, however, consider the equivalent value of the NGO's contribution in kind (human resources and materials) to the project presented for cofinancing to form part of that contribution. The valuation of the contribution in kind must be substantiated and the method of calculation clearly explained.

* but see Chapter XIII on the block grant.

Infrastructure or equipment financed by the NGO or other providers of funds prior to the proposed project shall not be accepted as the NGO contribution; they may, however, be regarded as the local input subject to the provisions of §19.2.

19.2 The NGO is responsible for obtaining the balance of the cofinancing, which may consist of:

- private contributions, including contributions from other NGOs;
- contributions from public financing schemes;
- contributions from local partners, including the equivalent value of contributions in kind, such as labour, land and existing infrastructure, which are essential to the implementation of the project presented for cofinancing. The valuation must be substantiated and the method of calculation clearly explained.

19.3 Preference is normally given to projects funded, apart from the Community contribution, from European or local sources.

19.4 An NGO which uses its own funds to prefinance a project for which it is applying for cofinancing from the Community does so at its own risk.

The Community contribution cannot under any circumstances cover interest resulting from prefinancing by the NGO.

§20 All movable and immovable assets acquired with the Community contribution shall become the property of the beneficiaries of the project or the local partner upon completion of the project at the latest.

VI. APPRAISAL OF APPLICATIONS

§21 The application presented by the NGO shall be subject to appraisal by the Commission's services. The appraisal is intended to check whether:

- the NGO meets the eligibility criteria defined in Chapter I;
- the project is eligible and capable of being carried out in the framework proposed;
- the application complies with the conditions for cofinancing;
- the application follows the layout given in Annex II.

VII. CONTRACT

- §22 If, after appraisal, the Commission approves the project, a cofinancing contract, expressed in ECU, shall be drawn up in duplicate, to be signed respectively by the authorized representative(s) of the Commission and the NGO.
- §23 The signatory NGO shall be solely responsible to the Commission for the proper implementation of the project covered by the contract.
- §24 The signatory NGO shall be responsible for mobilizing all the financial, human and material resources foreseen for the implementation of the project covered by the contract.
- §25 Under no circumstances shall the Community contribution under a given contract be increased once the contract has been signed.
- §26 The contract shall enter into force on the day on which the Commission receives a copy countersigned by the authorized representative(s) of the NGO.
- §27 Should an NGO fail to fulfil its obligations under the contract, the Commission shall be entitled to suspend or even terminate the contract, in which case it may stop payment of all or part of the Community contribution. In addition, particularly where the NGO is at fault, it may demand partial or total repayment of sums already paid.
- §28 Should the NGO terminate the contract, the Commission reserves the right to claim partial or total repayment of sums already paid.

- §29 Such repayment, including any interest, must be made immediately following written notification to the NGO of the Commission's decision.
- §30 In the event of termination of the contract by the Commission or the NGO, in order to determine the consequences of such termination, the Commission shall take due account of the principle of force majeure.
- §31 In the case referred to in §12 (project presented by two or more NGOs), the cofinancing contract shall be signed by the authorized representative of each NGO presenting the project.
Sections 22 to 30 shall apply mutatis mutandis.
- §32 The contract shall be governed, as the NGO chooses, by the law of the country in which the NGO has its head office or by Belgian law. When presenting the application, the NGO shall inform the Commission of its choice in this matter (see Annex IIA, point II. 3. and Annex IIB, point II. 2.). Failing that, the contract shall automatically be governed by Belgian law.

VIII. PROCEDURES FOR PAYMENT AND REIMBURSEMENT - INTEREST

- §33 The Community contribution shall be paid, in ECU, in one or more instalments, as specified in the contract.
- §34 Each single payment may not normally exceed 150,000 ECU, or 300,000 ECU in the case referred to under §12.
- §35 The first instalment of the Community contribution shall not be released until the NGO makes a request to the Commission, either indicating the date on which the project commenced or that it is due to commence within the next three months.
- §36 The Commission may terminate the contract unilaterally if, within a period of six months from the transmission of the contract to the NGO, the latter has failed to request payment of the first instalment and provide an explanation of why it has been unable to do so.

§37 The following instalments shall be released only at the request of the NGO and after approval by the Commission of an interim report submitted by the NGO (see Chapter IX).

§38 For projects involving substantial works or capital investment, the Commission may retain 5% of the Community contribution until such time as the implementation report drawn up by the NGO is approved. If the Commission so requests, this report must be accompanied by copies of all the supporting documents demanded (see Chapter X). If it is intended to retain such a sum, a clause to that effect shall be annexed to the contract.

§39 If:

- the total cost of a project turns out to be lower than the amount budgeted for when the contract was concluded,
- the project is only partially implemented (for instance, because the NGO was unable to obtain the full funding provided for),

the NGO must inform the Commission accordingly. The latter shall notify the NGO in writing of its decision concerning the use or possible reimbursement of the funds, including interest. Where necessary, it shall inform the NGO of the procedures for reimbursement.

§40 In the financial reports, the NGO must inform the Commission of any interest received on Community funds already disbursed. Such interest may either be reimbursed to the Commission or used in order to promote directly the objectives of the project, provided that this does not reduce the financial contribution of the NGO or other funding sources as specified when the contract was signed. Details shall be given in the financial and descriptive reports of the use made of such interest.

If interest is to be reimbursed, the Commission shall notify the NGO in writing of the procedures for reimbursement.

IX. NOTIFYING THE COMMISSION - REPORTS

§41 Notification:

41.1 The NGO must notify the Commission as soon as possible of any delay or difficulty which might significantly affect adherence to the proposed timetable and/or the execution of the project.

41.2 The NGO must seek the prior written agreement of the Commission to any substantial modification in the nature of the project covered by the contract.

41.3 In the reports, the NGO shall notify the Commission of any changes made in project implementation. Where such changes require substantial alterations to the funding arrangements, an appropriate commentary shall normally be necessary.

41.4 The NGO shall normally notify the Commission of the results of any evaluation undertaken at its own expense of projects cofinanced with the Community.

§42 Reports:

Reports must be presented in duplicate.

They shall consist of a descriptive section and a financial section, covering the whole of the cofinanced project, including the way in which all the financial contributions (Community, NGO, other) have been used.

They shall be set out so as to enable a comparison to be made between the aims of the project, the proposed means and the results, as provided for in the application for cofinancing which is the subject of the contract.

They must be set out in accordance with Annex III.

42.1 Interim report:

- payment of the next instalment of the Community contribution is subject to approval by the Commission of the interim report;

- it must comprise a descriptive section, indicating how the project is proceeding, and a financial section;
- if the NGO has supplied overall estimates only, it shall attach a detailed budget relating to the phase in respect of which payment is being requested;
- if the NGO has not requested, within twelve months, that the next instalment of the Community contribution be paid, it shall explain why this is the case to the Commission and briefly indicate how the project is proceeding.

42.2 Implementation report:

- as soon as the cofinanced project has been completed, the NGO must submit an implementation report to the Commission;
- this report, the purpose of which is to enable the Commission to verify whether the project has been carried out in accordance with the contract, must give a full account of all aspects of the project;
- it must be presented no later than 15 months after the payment of the last instalment of the Community contribution;
- if the NGO is unable to meet this deadline, it must inform the Commission as to why it is unable to do so.

42.3 Operational report:

- if stipulated in the contract, the NGO must present the Commission with an operational report;
- this report looks at the viability of the project covered by the contract, two years after it was completed; it describes how the project is functioning from the technical, financial and socioeconomic point of view and that of the participation of the beneficiaries.

X. ACCOUNTS - SUPPORTING DOCUMENTS - PROJECT VERIFICATION AND CONTROL

- §43** Separate accounts must be kept for each contract: this will require a specific bank account and/or an accounts book setting out income and expenditure (each entry to be dated).
- §44** The accounts book and supporting documents for the whole of the cofinanced project must be made available to the Community's supervisory authorities.
- §45** The supporting documents must explain all income, transfers and expenditure relating to the project.
They shall be original documents, such as bank statements, receipts, till slips, invoices, accounting documents, statements of expenses, an audited accountant's report from the local partner, documents relating to the valuation of contributions in kind, etc.
- §46** In so far possible, the NGO shall keep the originals of the supporting documents at its head office.
Where this is not possible, it shall indicate, at the request of the Community's supervisory authorities, where these originals may be inspected.
- §47** The NGO shall ensure that the accounts book and the supporting documents are kept for the period required under the law governing the contract.
- §48** The Community's supervisory authorities may carry out a check, at any time, on the implementation and management of any cofinanced project.
- §49** Should the Community's supervisory authorities consider it necessary to carry out an inspection or check on the implementation of a cofinanced project, either at the NGO's offices or on the spot, the NGO must at all times assist the authorities concerned. It must grant them access to the project location, its premises and all relevant books, accounts and supporting documents.

XI. PROJECT EVALUATION

§50 In addition to the evaluations provided for in §16.2, the Commission may, after consulting the NGO and the local partner, carry out an evaluation of the implementation and/or operation of a cofinanced project.

This exercise shall be financed from Community budgetary resources specifically allocated to the evaluation of development cooperation.

XII. FINANCIAL SUPPORT FOR THE ACTIVITIES OF GRASSROOTS ORGANIZATIONS IN DEVELOPING COUNTRIES

In its cofinanced projects with the NGOs, the Commission shall, as an experiment, pay particular attention to cofinancing projects intended to strengthen the activities of grassroots organizations and their networks in developing countries (see §6). These projects shall consist of making available for the activities of the grassroots organization, including its overheads and/or operating costs, flexible funds which are not allocated to specific budget items in advance. These projects may be regarded as eligible for cofinancing, provided that the beneficiary grassroots organizations meet the criteria laid down in §51 and 52 below.

The activities of the grassroots organizations must be in accordance with the ultimate objective of NGO projects, namely that of improving on a durable basis the living conditions and development prospects of people in the developing countries. The European NGO (see Chapter I) which proposes that the Community cofinance the programme of activities of a grassroots organization, shall vouch that the organization in question is a serious body. It alone shall be answerable to the Commission for the execution of the obligations resulting from the cofinancing contract.

§51 A grassroots organization which is eligible for the cofinancing of its programme of activities must meet the following conditions:

51.1 It must be a grassroots organization with its head office and focus of activities in a developing country; it must take its decisions autonomously;

51.2 It must have proven experience in grassroots development and have carried out programmes in this sphere for at least the last five years;

51.3 It must have the necessary freedom to be able to exercise its activities;

51.4 Its programme of activities must be supported by human and possibly financial input from the beneficiaries;

51.5 It must not be able to benefit from support from a network of organizations outside the developing countries for its activities.

§52 The following factors shall also be taken into account:

52.1 The nature and extent of its links with similar organizations in the developing countries;

52.2 The nature and extent of its links with NGOs both inside and outside the European Community;

52.3 Its administrative management capacity.

§53 Notwithstanding the relevant paragraphs of these General Conditions, the following provisions shall apply to this type of project:

53.1 A grassroots organization's programme of activities can benefit from cofinancing only once within a given period. This cofinancing can only be carried out with a single European NGO, which must fulfil the eligibility criteria in Ch. I.

53.2 Direct costs:

The Commission may take into consideration costs relating to:

53.2.1 the setting-up of small-scale development projects, including training activities for the beneficiaries which are organized by the grassroots organization (flexible funds not allocated in advance). These funds may be allotted in the form of

grants, loans, bank guarantees, etc., in accordance with the arrangements laid down between the grassroots organization and the beneficiaries.

53.2.2 the grassroots organization's overheads and/or operating expenses.

53.3 Indirect costs:

Normally, only evaluation costs and administrative expenses are accepted, within the limits referred to in §16.2 and 16.3.

53.4 The financial support for the grassroots organization can be made up of:

- the Community contribution,
- the counterpart amount guaranteed by the NGO signatory to the contract,
- contributions from other donors, if any.

The cofinancing contract applies only to the financial support project made up of the Community contribution and of the counterpart amount guaranteed by the NGO signatory to the contract.

53.4.1 The Community cofinancing may cover a maximum of two years.

53.4.2 The Community contribution may not exceed 150,000 ECU per annum.

53.4.3 The counterpart amount guaranteed by the NGO signatory to the contract must be at least equal to the Community contribution.
This counterpart amount must be in cash.

53.4.4 The NGO signatory to the contract must contribute to this counterpart amount at least 15% of the sum of this counterpart amount and of the Community contribution.

This 15% contribution must be from private European sources.

The balance of the counterpart amount guaranteed by the NGO may be made up of:

- private contributions, including those from other NGOs;
- contributions under public financing schemes.

53.5 Should other donors be involved, the NGO shall provide their names and the contributions requested and/or granted.

53.6 The rights and obligations resulting from the cofinancing contract concern only the funding from the Community contribution and the counterpart sum guaranteed by the NGO which signed the contract.

Nevertheless, the NGO's obligations with regard to notifying the Commission, the reports (§53.8 and 53.9), project verification (§49) and evaluation (§16.2 and 50) cover the whole of the beneficiary grassroots organization's programme of activities and the funding of that programme.

53.7 According to whether one or two years of the grassroots organization's programme of activities is to be covered, the Community contribution shall be paid, in ECU, in one or two instalments.

53.8 In the latter case, the first instalment shall be 75% of the Community contribution.

The balance (i.e. 25%) shall not be released until a report covering the programme of activities for the first twelve months has been presented and approved by the Commission. The report shall consist of:

- the grassroots organization's general accounts (trading accounts or financial results for the year income/expenditure - balance sheet);
- the progress report for that period.

53.9 The implementation report must be presented, by the NGO, 18 months after the last instalment of the Community contribution has been paid. The layout of this report must be in accordance with that of the report described under §53.8.

§54 Apart from the changes referred to in §53 above, the provisions of the General Conditions shall apply mutatis mutandis.

XIII. BLOCK GRANT

The block grant is a particularly flexible and rapid cofinancing instrument. It is governed by the cofinancing CRITERA defined in these General Conditions. The relevant PROCEDURES are, however, simplified.

In using this instrument, the NGOs and their partners in the developing countries undertake to carry out the miniprojects with as much commitment and seriousness as the larger-scale projects. By concluding a contract for a block grant, the NGO shall assume full responsibility for the correct implementation of the miniprojects, in particular for preparing them and choosing the partner in the field. It must also strictly observe the criteria and procedures laid down for the block grant, failing which it may lose the right of access to this instrument.

§55 To NGOs which have obtained a cofinancing for three out of the last five years, the Commission may propose a block grant, once a year*.

§56 The block grant shall be intended to cofinance miniprojects in respect of which the Community contribution is between 1,000 and 15,000 ECU.

§57 The provisions of sections 4, 6 and 7 (project eligibility) shall apply to miniprojects eligible for cofinancing under the block grant.

§58 The miniprojects cofinanced via the block grant must in particular be for:

- support for partners in the developing countries, including running costs. Financial support for the operating expenses of a public authority shall be excluded;

* in the case of NGOs from Member States which have joined the Community during the last five years, the Community may take an ad hoc decision.

- small-scale infrastructure schemes and/or the acquisition of small-scale equipment;
- education and/or training.

§59 The amount of the block grant proposed to an NGO may not exceed 250,000 ECU.

§60 The Community contribution per miniproject may not exceed 75% of its total cost.

§61 The total cost of a miniproject may include all the costs defined in Chapter IV, except for design (§15.1), public awareness (§16.1) and evaluation (§16.2) costs.

The total cost of a miniproject may, however, include the administrative expenses of the European NGO.

They may not exceed 6% of the direct costs of the miniproject. The share charged to the Community may not exceed 6% of its contribution to the direct costs. This contribution shall be made on a flat-rate basis and therefore does not have to be justified.

§62 As a general rule, the NGO must provide for the programme to be undertaken a contribution of at least 15% of the direct costs in private funding.

The Commission may, however, consider as the NGO contribution the equivalent value of the NGO's contribution in kind to the project (human resources and materials).

The method of calculating the duly justified equivalent value shall be clearly explained in the report provided for under §70.

§63 The NGO must provide the balance of the cofinancing, which may for that purpose be made up of:

- private contributions, including those from other NGOs;
- contributions from public financing schemes;
- contributions from local partners, including the equivalent value of contributions in kind, such as labour, land and existing infrastructure which are essential to the implementation of the miniproject presented for cofinancing.

- §64 NGOs intending to undertake miniprojects under the block grant system shall be solely responsible to the Commission for ensuring that they are properly executed.
- §65 All movable and immovable assets acquired with the Community contribution shall become the property of the project beneficiaries or local partner once the project is completed, if not before.
- §66 Execution of the miniprojects cofinanced under the block grant system must not take longer than 12 months.
- §67 The Commission may take into consideration any miniproject which commenced after 31 October of the year preceding the award of the block grant.
- §68 By 15 February of the current year at the latest, the Commission shall send to the NGO which is to receive a block grant, a contract in duplicate stating the amount of the proposed contribution and specifying the terms governing performance of the contract. For it to enter into force, a signed copy of the contract and of the administrative annex, duly completed, must be returned by 15 March of the same year at the latest. Failure to comply with this clause shall entail, except in cases of force majeure, cancellation of the proposed block grant. Should the NGO accept only part of the proposed contribution, it shall be entitled to return the signed contract, indicating the amount which it wishes to obtain. Such modification shall not entail any delay in the payment procedure.
- §69 As soon as the signed contract is received, the Commission shall automatically pay the Community contribution, in a single instalment. Such payment shall be made in ECU.
- §70 The NGO must submit, by 30 November of the current year at the latest, a single report on the use made of the block grant.

The report must be presented in duplicate and must comprise:

- a) a sheet summarizing the miniprojects financed under the block grant;
- b) for each miniproject, a concise descriptive section (about a page long) and a financial section.

It must be laid out in accordance with Annex IV.

§71 The submission of the report within the specified time-limits and its approval by the Commission are preconditions for the award of any further block grant.

Should the report give rise to objections from the Commission, the latter shall inform the NGO by 15 February of the following year at the latest.

§72 The Commission reserves the right to claim total or partial reimbursement of the Community contribution:

- if the contract is cancelled by the NGO;
- if the NGO fails to comply with its contractual obligations;
- in respect of funds not committed by the NGO by 30 November of the current year;
- in respect of miniprojects which fail to comply with the provisions of this chapter.

§73 Such reimbursements, including interest where appropriate, must be made immediately after written notification to the NGO of the decision taken by the Commission.

§74 In determining the consequences of the NGO's cancellation or failure to comply with the contract, the Commission shall take due account of the principle of force majeure.

§75 Accounts - Supporting documents - Verification and control of the block grant:

75.1 The NGO must keep an accounts book, setting out income and expenditure (each entry to be dated) for each miniproject cofinanced under the block grant.

75.2 The accounts book and the supporting documents relating to the block grant must be made available to the Community's supervisory authorities.

The supporting documents shall be:

- the originals of bank statements relating to transfers from the NGO's head office;
- receipts from the beneficiaries or local partner;
- invoices for purchases made in Europe;
- documents relating to the valuation of the European NGO's contribution in kind;
- the local partner's implementation report (descriptive and financial), which must be available at the NGO's head office within 12 months of the completion of each miniproject. If the report refers to difficulties, or even failure, the NGO shall undertake to inform the Commission as soon as possible.

75.3 The NGO shall see to it that the accounts book and the supporting documents are kept for the period required under the law governing the contract.

75.4 The Community's supervisory authorities may carry out a check, at any time, on the management of a block grant.

75.5 Should the Community's supervisory authorities consider it necessary to carry out an inspection or check on the implementation of a cofinanced miniproject, either at the NGO's offices or on the spot, the NGO must, at all times, provide assistance to such authorities. It must grant them access to the project site, its premises and all relevant books, accounts and supporting documents.

§76 The Commission may, after consulting the NGO and the local partner, undertake an evaluation of the implementation and/or operation of the miniprojects cofinanced under a block grant.

This exercise shall be financed from the budgetary resources of the Community specifically earmarked for the evaluation of its development cooperation.

XIV. GENERAL PROVISIONS

§77 The rights to use the materials for increasing public awareness produced under the cofinanced project shall be vested or jointly vested in the NGO. At the Commission's request, the NGO must grant it the right to use such materials and must make a copy of them available to it (see §16.1).

§78 Disputes relating to contracts which cannot be settled amicably shall be referred to an arbitration board consisting of three arbitrators. Each contracting party shall designate an arbitrator. The two arbitrators shall designate the third arbitrator. In the event of disagreement regarding the third arbitrator, that arbitrator shall be designated by the President of the Court of Justice of the European Communities.

Decisions of the arbitration board shall be final and preclude any appeal to the courts.

§79 The Commission shall publish a detailed annual report on its cooperation with the NGOs.

INFORMATION ON THE NGO

Where the NGO is submitting an application for cofinancing for the first time, it must enclose a copy of:

- its statutes or its articles;
- its annual reports for the last three years (where appropriate, approved by the NGO assembly);
- its accounts for the last three years;
- the list of members of its management board/executive committee.

In due course, if the Commission so requests, the NGO shall provide updated versions of the aforementioned documents.

1. IDENTITY

1.1. Name (+ acronym/abbreviation)

1.2. Head office

1.2.1. address of head office

1.2.2. postal address

1.2.3. telephone number

1.2.4. telex number

1.3. Name and position of NGO official responsible

1.4. Establishment and legal status

1.4.1. date of establishment of NGO

1.4.2. legal status (+ date of registration, where appropriate)

1.5. Staffing

1.5.1. at NGO headquarters

	Total	of which full-time	of which part-time
1.5.1.1. paid			
1.5.1.2. unpaid			
1.5.1.3. Total			

1.5.2. in the developing countries

	Total	of which expatriate	of which local
1.5.2.1. paid			
1.5.2.2. voluntary			
1.5.2.3. unpaid			
1.5.2.4. Total			

1.6. Membership of and/or affiliation to other organizations concerned with development (give names).

2. ACTIVITIES

2.1. Total financial resource devoted exclusively to development activities during the last three years, namely cofinancing in developing countries, public awareness/development education, emergency aid, food aid, sending of volunteers, etc.

year

total funds

2.1.1.

2.1.2.

2.1.3.

2.2. Type of activity	(*)
2.2.1. development projects in developing countries	
2.2.2. public awareness/development education	
2.2.3. food aid	
2.2.4. emergency aid	
2.2.5. sending of volunteers	
2.2.6. projects to assist refugees	
2.2.7. other (give details)	

*) place a cross against activities in which NGO participates.

LAYOUT OF AN APPLICATION FOR COFINANCING

If project involves the strengthening of a grassroots organization in developing countries (see Chapter XII), please use layout II B.

Layout II A

- The NGO shall set out its cofinancing application in accordance with the layout below.
The questions put are not exhaustive; the NGO shall reply only to the questions applying to the project.
- It shall enclose, in addition, a summary of the points preceded with the sign # (2 typed pages maximum).
- Do not forget to enclose with the project presentation file the NGO data sheet (annex I).
- The application must be presented in 8 copies.

I. THE PROJECT

1. Title

2. Brief description of the project

2.1. What does it consist of?

2.2. If the project is part of a larger programme, the NGO shall also provide a brief description of the overall operation, so that it can be seen in its context.

3. Detailed location (map of region to be attached, on which location of project will be marked).

4. Background to project

4.1. Who took the initiative?

4.2. Does the project fit into an existing development plan or programme?

State which and give details, where appropriate, of how coordination is to be carried out.

4.3. What studies (technical, sociocultural, financial, market research, etc.)

have been done and what are the results of those studies: where

appropriate, enclose the relevant parts of studies, opinions of experts and/or official authorities.

- # 5. **Project beneficiaries** (number, social level, ethnic groups, etc).
- # 5.1. How and at what stage will they be involved in the project (design, implementation, management, etc.)?
- # 5.2. What are the criteria for selecting the beneficiaries?
- # 5.3. To what extent are women involved and/or beneficiaries of the project?

- 6. **Local partner**
- 6.1. Identity:
 - # 6.1.1. Name
 - 6.1.2. Address
- 6.2. Date of establishment (where appropriate)
- 6.3. Any legal arrangements (where applicable)
- 6.4. Name and position of person responsible for the project
- 6.5. Contractual link, if any, with the European NGO
- 6.6. Experience/activities of local partner
 - 6.6.1. What are its aims?
 - 6.6.2. In what areas (geographical and sectoral) does it operate?
 - 6.6.3. What are its relations with the beneficiaries? Was it set up by the beneficiaries?
 - 6.6.4. What other institution(s), organization(s), firm(s) is(are) collaborating with it in order to carry out the project?
 - 6.6.5. Prior cooperation with the local partner?
 - 6.6.6. Copy, where appropriate, of its latest progress report.

- # 7. **Description of the existing situation and aim(s) of the project in order to improve that situation**
What needs of the beneficiaries is the project intended to satisfy?

- # 8. **Proposed measure(s) in order to attain the objective(s) being pursued**

- # 9. **Human resources and material and technical resources for which provision has been made for the purposes of executing the project**
 - 9.1. Human resources:
 - local and/or expatriate staff
 - paid or unpaid
 - status, job description and duration of intervention

9.2. Material and technical resources:

- 9.2.1. State the main items of equipment envisaged for implementing the project.
- 9.2.2. Give details of local inputs.
- 9.2.3. Give details of the owner(s) of the existing infrastructure.
- 9.2.4. Attach estimate(s) or financial assessments, including the parts not financed by the Community. State the currency chosen.
- 9.2.5. Attach any plan(s) or sketch(es).

10. Project timetable

- 10.1. Duration
- 10.2. Starting date
- 10.3. Different phases of implementation

- 11. **Agreement to the project by an appropriate local authority** (see section 13 - if applicable, attach relevant document(s)).

12. Viability of the project after completion

- 12.1. Who will own the movable and immovable property acquired under the project?
- 12.2. Who will be responsible for the project after completion?
- 12.3. Will the project be viable once the cofinancing comes to an end?
- 12.4. Is provision made under the project for measures to ensure that the project will continue once the cofinancing comes to an end? If so, what measures (e.g., training)?
- 12.5. Technical viability: how will the project be managed, maintained and run once the cofinancing comes to an end?
- 12.6. Sociocultural viability: if the project is likely to change the beneficiaries' way of life, indicate the measures provided for to ensure that the results of the project are accepted in the long term.
- 12.7. Financial viability
 - 12.7.1. How will any project operating expenses (management, maintenance, operation) be met?
 - 12.7.2. Present a profitability schedule in the case of a productive (even partially productive) project.

12.7.3. How will any capital gain produced by the project be reinvested or distributed among the beneficiaries?

12.8. In the case of a training project, indicate the likelihood of the beneficiaries' turning the training received to good account.

13. Information concerning evaluation, where appropriate (see §16.2).

14. Information concerning a public awareness campaign, where appropriate (see §16.1).

15. Project financing

15.1. Is the project being proposed for cofinancing to other public or private sources?

If so, state which sources, the amount requested and the response to the request.

¶ 15.2. Financing plan, expressed in ECU(1) (for the total duration of the project):

- total cost:	ECU - 100%
- Community contribution:	ECU - %
- contribution from NGO signatory to the contract(2):	ECU - %
- contribution from other NGOs (give details):	ECU - %
- other contributions (give details):	ECU - %

16. Budget - by main headings, and broken down by funding source.

NB: do not forget to explain and justify the budget items as requested in Chapters IV and V.

16.1. Indicate in the table below only the overall amounts per main heading for the total duration of the project.

16.2. Give details in a separate annex, where appropriate, of the expenditure covered by the main headings. In the case of a multiannual project, details may be given for the first year only (see §11). The details for the subsequent stage(s) shall be presented when payment for the stage in question is requested (see §42.1).

(1) the ECU exchange rate is published in the European daily press. It may be obtained from banks or by telexing Brussels n° 23789 and 23794 (code CCCC).

(2) if the project is put forward by two or more NGOs (§12), all the contributions from the NGOs signatory to the contract must be indicated.

16.3. The NGO need fill in only those columns of the table for which contributions are anticipated.

If the Community contribution to every heading is prorata to its contribution to the total cost of the project and the financing does not include any valuation of a contribution in kind, the NGO need fill in only columns 1 and 10 of the table below (note that as far as the awareness raising component is concerned, the share charged to the Community may not exceed 50% of the total cost under that heading - see §16.1).

Headings	External contributions in cash				Contributions in kind (valuation) and local contribution				Total project cost
	EC	NGO (2)	other donors	Total	NGO (2)	other donors	local contrib. (1)	Total	
1	2	3	4	5=2+3+4	6	7	8	9=6+7+8	10=5+9
I. Direct costs - - see §15 -									
Total direct costs									
II. Indirects costs - - see §16 - -									
Total indirect costs									
Grand Total in ...(3)									
in ECU									
as % of column 10									100

Exchange rates used, dates of exchange rates: (to be indicated here)

- (1) local contribution in kind (valuation) and/or in cash.
- (2) signatory to the contract.
- (3) currency to be specified

ADMINISTRATIVE INFORMATION

1. Schedule of payments desired (proposed dates and amounts in ECU).
2. Name, address of bank and account number to which the Community contribution should be transferred.
3. Specify the national law by which the contract is governed (otherwise, the contract is automatically governed by Belgian law).
4. Name(s), position(s) and signature(s) of the person(s) authorized to sign a cofinancing contract with the Commission.
5. Name of the person(s) responsible for the application within the NGO.

ANNEX II
LAYOUT IIB

Layout II B

FINANCIAL SUPPORT FOR THE ACTIVITIES OF A GRASSROOTS ORGANIZATION
SITUATED IN A DEVELOPING COUNTRY (SEE CHAPTER XII).

- The European NGO shall present the cofinancing application in accordance with the layout below.
- The questions put are not exhaustive; the NGO shall reply only to the questions applying to the project.
- Do not forget to enclose with the project presentation dossier the data sheet on the European NGO (Annex I).
- Eight copies of the dossier must be presented.

1. Identity of grassroots organization

- 1.1. Name
- 1.2. Address
- 1.3. Name and title of the person(s) responsible in the grassroots organization
- 1.4. Legal arrangements, where applicable (e.g., date of registration)

2. Background and date of establishment

3. Grassroots organization's activities and experience

- 3.1. What are its objectives in the light of needs and potential?
- 3.2. In what areas does it operate (geographical and sectoral)?
- 3.3. Description of the target groups/beneficiaries of the grassroots organization's activities.
- 3.4. In the event of material aid to the beneficiaries, in what form is it allocated by the grassroots organization (grants, loans, etc.)?
- 3.5. Does the grassroots organization collaborate with other bodies (e.g., training, management, research)? If so, which bodies?
- 3.6. What are the results of previous cooperation between this partner and the applying organization or other NGOs?
- 3.7. Is there a contractual link between this partner and the applying organisation?
- 3.8. Where appropriate, what are the recommendations and conclusions of the latest evaluation of the activities of this grassroots organization?

To be enclosed in the annex (but only 1 copy needed):

- the statutes or articles of the grassroots organization;
- its progress reports for the preceding three years;
- its general accounts for the preceding three years (trading accounts or results and balance sheet);
- the list of members of its administrative board/executive committee (where appropriate)

4. Structure of the grassroots organization

4.1. Establishment plan (structure), where appropriate

4.2. Staff

4.2.1. at headquarters

	Total	of which local	of which expatriate
paid			
unpaid			
Total			

4.2.2. in the field

	Total	of which local	of which expatriate
paid			
unpaid			
Total			

4.2.3. Details, where appropriate, of the tasks performed (timetable/duration) by the expatriate staff.

5. Internal financial resources of the grassroots organization

5.1. Does the grassroots organization have any own financial resources?

5.2. How does it generate them?

6. Programme of activities proposed for financing

6.1. Outline of the programme of activities proposed for financing.

7. Financing of the grassroots organization's programme of activities

7.1. Is the grassroots organization's budget proposed for financing by other public or private providers of funds?

Where appropriate, specify which ones, the amount requested and the response given.

7.2. Information, where appropriate, on foreseen evaluation of the grassroots organization and/or its programme of activities (see §16.2).

7.3. Programme budget, to be expressed in ECU (for the total duration of the project)

- Total expenditure	ECU - 100 %
- Income:	
. contribution from grassroots organization	ECU - %
. Community contribution	ECU - %
. contribution from NGO signatory to the contract: (see § 53.4.3)	
- own resources (see § 53.4.4.)	ECU - %
- guaranteed by it (see § 53.4.4.)	ECU - %
. other contributions (give details) (see §53.5)	ECU - %

7.4. Presentation of the budget according to major headings:

7.4.1. Indicate in the table below only the overall amounts per major heading for the full duration of the programme and provide in annex the budget adopted year by year.

7.4.2. If the various contributors share in the overall budget, it is not necessary for the direct costs to be broken down among the contributors.

Headings	Total cost	Financial contribution grassroots organization	External contributions			Any comments
			EEC	NGO (1)	other donors (2)	
I. <u>Direct costs</u> <u>Budget - grassroots organization</u> (see §53.2) ! give clear, comprehensible details and do not use abbreviations						
Total direct costs						-
II. <u>Indirect costs</u> (see §53.3) - administrative expenses of NGO signatory to contract: - evaluation:						
Total indirect costs:						-
GRAND TOTAL						
- in ... (3)						-
- in ECU:						-
- in %:	100					-

Exchange rates used, dates of exchange rates: (to be indicated here)

(1) own resources and funds mobilized by the NGO signatory to the contract (see §53.4.4).

(2) see §53.5.

(3) specify currency.

II. ADMINISTRATIVE INFORMATION

1. Name, address of bank and number of bank account into which the Community contribution should be paid.
2. Indication of national law by which the contract is governed (otherwise, the contract is automatically governed by Belgian law).
3. Name(s), position(s) and signature(s) of person(s) authorized to sign a cofinancing contract with the Community.
4. Name of person(s) responsible for the application within the NGO.

ANNEX III

LAYOUT OF INTERIM AND IMPLEMENTATION REPORTS

(Only for applications presented in accordance with layout IIA)

Reports must be presented in duplicate.
They shall consist of a descriptive and a financial section, covering the whole of the cofinanced project, including the use to which all the financial contributions (EEC, NGO, other) have been put. They shall be set out in a manner which enables a comparison to be made with the aims of the project, the proposed means and the results, projected in the application as accepted for a cofinancing contract.

I. LAYOUT OF DESCRIPTIVE SECTION

Interim report

Implementation report

1.1. Summary of project aims

1.2. Progress made with the operations during the period in question (give details).

1.3. - Have there been any difficulties and/or delays during the period in question?

- Are they affecting the anticipated rate of progress on the project and how will they be overcome?

1.4. Where appropriate, the NGO shall provide a brief description of the activities to be undertaken in the subsequent phase and the relevant budget (see §11 and 42.1).

1.2. Operations undertaken during the period (to be specified).

1.3. - Have there been any difficulties and/or delays during the period in question?

- Have they prevented the project from being carried out as expected?

- If so, to what extent?
- How would it be possible to avoid or reduce the risk of such problems arising in future with similar projects?

1.4. How viable is the project expected to be (to answer, use the structure of the viability forecasts described under item 12 of layout IIA).

NB: The NGO shall annex any relevant supporting documents to the report.

II. LAYOUT OF FINANCIAL SECTION

II.A. Summary of financing (see attached table).

2.A.1. Total finance for the project during the reference period.

2.A.2. Total transfers and expenditure.

II.B. Comparative table of foreseen and actual expenditure (see attached table).

NB: If a payment is requested, please indicate name and address of bank and account number.

II.A. SUMMARY OF FINANCING

2.A.1. Total contributions to project

	External contributions in cash				Contributions in kind (valuation) and local				TOTAL financing
	EC (1)	NGO (2)	other donors	Total	NGO (2)	other donors	local contri- butions (3)	Total	
	2	3	4	5 = 2+3+4	6	7	8	9 = 6+7+8	
during the reference period from									
to									
in(4)									
in ECU									
aggregate contributions since start of project									
in ECU									
as % of column 10									100

- (1) including, where appropriate, interest received on Community contribution.
 (2) signatory to the contrat.
 (3) local contributions, in kind (valuation) and in cash.
 (4) currency to be specified.

2.A.1a. Interest received on EC contribution

	in(1)	in ECU
interest received during the reference period		
cumulative interest since the start of the project		

(1) specify currency.

Exchange rates used, dates of exchange rates: (indicate here)

2.A.2. Total cumulative transfers and expenditure from commencement of the project

	date	in(1)	in ECU
Transfers to project			
2.1. Total transfers	-		
2.2. Total expenditure outside beneficiary country			
2.3. Total transfers and expenditure outside beneficiary country (= 2.1. + 2.2.)			
2.4. Total expenditure within beneficiary country			

Not to be completed by NGO

5

8

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(1) specify currency.

Exchange rates used, dates of exchange rates: (to be indicated here)

II.B. COMPARATIVE TABLE OF FORESEEN AND ACTUAL EXPENDITURE (1) (2)

Headings (2)	Reference period: from								Summary		Reference N° (5)
	EC contribution		ONG contribution (3)		Other donors and local contribution		Total		Total of project		
	Foreseen	Spent	Foreseen	Spent	Foreseen	Spent	Foreseen	Spent	Foreseen (2)	Cumulative expenditure (4)	
I. <u>Direct costs</u>											
Total direct costs											
II. <u>Indirect costs</u>											
Total indirect costs											
in ... (1)											

(1) in currency of the budget used when the contract was signed (specify again).

(2) the NGO shall complete the columns in the same way as in the budget used when the contract was signed.

(3) signatory to the contract.

(4) cumulative expenditure since start of project.

(5) Reference number of any commentaries on substantial financial variations (to be attached hereto) (see §41.3).

LAYOUT OF REPORT ON THE USE MADE OF THE BLOCK GRANT

A) Sheet summarizing all the miniprojects cofinanced under the block grant
(amounts expressed in ECU)

Beneficiary country	Title of each mini-project	Total cost (1)	EEC contribution		NGO contribution (2)				Local contribution	Other (3)
			in ECU	in %	in cash	in kind	Total in ECU	in %		
TOTAL ECU	-									

B) For each miniproject

1. Descriptive section: (about a page)

Information to be supplied in the case of:

1.1. Project involving the supply of equipment and/or the establishment of small-scale infrastructure

1.1.1. aim(s)

1.1.2. measure(s)

1.1.3. means of implementation

1.1.4. precise location (country, province, village, etc.)

1.1.5. beneficiaries

1.1.6. name, address of the local partner (where appropriate, name of person in charge)

1.1.7. duration (date of beginning and end of execution)

1.1.8. anticipated technical and financial viability of the project after completion

(1) including, for each miniproject, any administrative expenditure (see §61).

(2) signatory to the contract.

(3) to be specified.

Information to be provided in the case of:

1.2. Support for the activities of grassroots organizations in developing countries (including training projects undertaken by the organization in question)

- 1.2.1. name, address and legal status of the grassroots organization
- 1.2.2. date of establishment
- 1.2.3. composition (members, management and staff)
- 1.2.4. financial resources
- 1.2.5. objectives
- 1.2.6. area of operations (geographical and sectoral)
- 1.2.7. your organization's or any other NGOs' previous experience with this partner
- 1.2.8. copy, where appropriate, of the latest progress report of the organization in question
- 1.2.9. any comments
In the case of training projects, an answer must be given to points 1.2.1. to 1.2.8. above, plus the following points.
- 1.2.10. type of project and grounds for undertaking it (including methodology, prospects and outlets)
- 1.2.11. target group
- 1.2.12. duration (date of commencement and completion)
- 1.2.13. any comments.

2. Financial section

- 2.1. Date of receipt of Community contribution;
- 2.2. date and amount of transfers to beneficiary country;
 - 2.2.1. Community contribution
 - 2.2.2. NGO contribution
 - 2.2.3. other contributions (1)
 - 2.2.4. date(s) and exchange rate(s) used.
- 2.3. amount and use made of any bank interest.

(1) to be specified

2.4. statement of expenditure by the NGO signatory to the contract.

Date	Purpose	Amount (1)
	TOTAL:	

- If the finance for the miniproject includes a valuation of a contribution in kind (human resources and materials), the NGO shall specify and justify the method of calculation used.

- It shall produce, where appropriate, the document(s) substantiating the valuation of its contribution in kind.

(1) specify currency