

## Guidelines for the financial statement and final report of development cooperation projects \*

Provincial law no. 5 of 19.03.1991

„Promoting cooperation activities and a culture of peace and solidarity“

1. Once the agreement between the proposer and the provincial government has been signed and on request, an advance equivalent to 70% of the amount agreed will be provided.
2. At the end of the project and no later than the date stipulated in the agreement, the proposer is required to submit the following documentation to the provincial office in charge in order to receive the final payment:
  - a) request for payment of the balance of the provincial government funding (**final payment request form**)
  - b) final report (**final report form**)
  - c) declaration regarding the proposer's contribution (**own contribution declaration form**)  
In order to justify the own contribution, it is necessary to use the **own contribution declaration form**. Article 7 of the criteria states that the proposer's contribution must amount to at least 3%. The contribution consists of the proposer's own financial resources or financing from other public entities excluded those from other offices of the Autonomous Province of Bolzano.  
Should the own contribution come from voluntary work, this should be quantified depending on the number of people involved and the hourly rate calculated (16.00 Euros). As proof of the voluntary work carried out the proposer must keep a record of the hours worked which must be countersigned each time by the individual voluntary workers (**voluntary record form**).
  - d) Expenses summary (**expenses form**) and original accounting documentation complete with supporting receipts which amount to the funding granted (with relevant copies in case the originals are to be returned). All expenses relating to the project must be indicated in a summary (**expenses form**) with an ascending number referring to the single invoice and/or expense documentation. This detailed list must be signed by the legal representative of the proposer. The list must be accompanied by the original supporting receipts. Pursuant to Article 11, paragraph 2, letter k) all invoices and expense documentation must be addressed to the proposer and must indicate: the date of issue, a description of and the address of the party issuing the document, type of project, the price and quantity/measurement of the goods/services, as well as the wording "Project of the Autonomous Province of Bolzano-Alto Adige".  
Article 2 paragraph 2/quarter of provincial law no. 17 of 22 October 1993 states that it is possible to submit, instead of the original expenses documents, a summary of expenses (**expenses form**), where the main information about the expenses is provided. This must be accompanied by a declaration by the legal representative (**form acknowledging the possession of the expenditure documents**) which certifies that these expenses have been incurred and that the original documentation or certified copies of the originals will be kept by the proposer for at least ten years from the date when the last funding instalment was paid and will be provided, should the office request it. **This option, as opposed to the submission of the original expenses documentation, must be clearly stated when making the project proposal.**
  - e) 3 to 10 digital photos documenting the activities carried out and the local context (in JPEG format).
3. The legal basis for carrying out this initiative co-funded by the Province is the agreement signed by the project proposer and the Autonomous Province of Bolzano. Art. 1 of the agreement states which expenses are covered by Provincial funding and which by the proposer's contribution. Expense entries not indicated in the project and in the agreement as contributions by the Province, are not recognised unless there has been an amendment of the agreement, as set out in Article 11, paragraph 4 of the criteria.
4. The terms of completion of the project and submission of a final accounts statement can be extended by the relevant office on specific request.

### Further information:

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