

PREPARATION COST REPORT

European Territorial Cooperation Objective
CENTRAL EUROPE Programme

**Don't remove the Excel protection. You risk that the form will
be damaged and become NOT RECEIVABLE**

Title of the project

Acronym

Index

Lead Partner (official name of the institution in English)

Form has to be filled-in and returned by post as printed version and by e-mail to:

CENTRAL EUROPE Programme
Joint Technical Secretariat
Museumstraße 3/A/III
A-1070 Vienna, Austria
Phone +43 (1) 4000 - 76 142
Fax +43 (1) 4000 - 99 76 141
[E-mail: reports@central2013.eu](mailto:reports@central2013.eu)

Instructions for the submission of the Preparation Cost Report

The Preparation Cost Report must be used by the Lead Partner of the project to confirm that the preparation costs declared in the approved Application Form are eligible and have a direct, demonstrable connection/link to the development of the project. Total eligible preparation costs are subject to the maximum amount approved in the Application Form.

Detailed information on the implementation requirements for approved projects are provided in the Implementation Manual and Control and Audit Guidelines, available for download on the Programme web site (www.central2013.eu).

The Report must be submitted to the CENTRAL EUROPE Managing Authority (MA) via the Joint Technical Secretariat (JTS), both in electronic and hard copy version, at the latest together with the first Progress Report. The hard copy version of the Report shall bear the signature of the legal representative / duly authorized person of the Lead Partner institution.

Attached to the hard copy of the report, the following annexes must be provided:

a) "Confirmation of Control" documents covering 100% of the expenditure claimed in the present Preparation Cost Report. Each "Confirmation of Control" document must be delivered by the First Level Controllers of the Lead Partner and Project Partners and must be accompanied by the "Internal Control Report" and the "Control Checklist".

b) Additional annexes obtained/elaborated during the project preparation phase and namely:

- agendas, minutes and lists of participants of all meetings held during the period;
- any other output that the Lead Partner may deem important.

Instructions for filling-in the Preparation Cost Report:

Please do not forget to activate MACROS and set the Security features to "medium" in order to guarantee the proper functioning of the reporting tool.

Please fill in the white fields only. Grey fields are either pre-filled based on the initial information provided in the Application Form or in the Start-up Report, or are interlinked and data will be calculated or transferred automatically.

In order to allow the Preparation Cost Report being considered receivable, the Lead Partner has to ensure that all statements listed in the "Checklist for submission" can be answered with a clear "yes".

The document has to be saved before printing it, in order to ensure that the hard and electronic version of the Preparation Cost Report are identical (i.e. Check-sum number on the right top of each page must be identical in both versions).

Whenever having any queries or questions related to the drafting of the Preparation Cost Report, please consult the JTS.

Table of Content/ ERROR Messages

0. Cover Sheet		INCOMPLETE (line 88)
1. Confirmation	ERROR (line 21)	
2. Activities and Budget		INCOMPLETE (line 8)
3. Annexes		

Version 1.7

Checklist for submission

Please make sure that you have fulfilled the listed requirements before submitting the documents.

Yes

- Is the Preparation Cost Report still protected and has the protection never been lifted?
- Is the hard copy version of the Preparation Cost Report complete? Are all relevant Excel-worksheets included?
- Is the hard copy version signed, stamped and dated by the legal representative/duly authorized person of the Lead Partner institution?
- Are the electronic and hard copy versions of the Preparation Cost Report identical?
- Is the Preparation Cost Report fully and properly filled-in in the English language?
- Are there no ERROR messages in the Preparation Cost Report indicating budget discrepancies in the totals, in the budget lines and in the partner budgets?
- Have the country specific control requirements been respected by all project partners (please see the "Country-specific information" section in www.central2013.eu)?
- Have the "Confirmations of control", and related annexes, covering the claimed expenditure been attached?
- Have all other relevant Annexes been attached (e.g., minutes, agendas of meetings etc)?

Section 1: Confirmation and Payment request

B590A0CF9E3B939D2C57A7123B37182

CONFIRMATION BY LEAD PARTNER AND REQUEST FOR PAYMENT

For the Preparation Cost Report, I, the undersigned ###LP Name representing the Lead Partner institution ###LeadPartner of the project ###Acronym hereby confirm that:

- ♦ The information in this Preparation Cost Report gives a correct description of the preparation activities implemented;
- ♦ The Preparation Cost Report is based on reported activities and validated expenditure of each partner;
- ♦ The preparation activities implemented within the project correspond to those listed in the latest approved Application Form;
- ♦ Preparation costs refer exclusively to preparation activities carried out between 1 January 2007 and the date on which the Application Form has been submitted;
- ♦ The expenditure declared can be objectively imputed to the project;
- ♦ The expenditure declared has been controlled and validated by the responsible public authorities or private institutions as referred to in Article 16(1) of Regulation (EC) No 1080/2006, selected in accordance with the national control system set up by the Member States of the partners involved in the project;
- ♦ The expenditure declared complies with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement;
- ♦ All supporting documents required for an adequate audit trail regarding expenditure incurred and payments made are recorded and stored in accordance with the stipulations of § 6.5 of the Subsidy Contract.

REQUEST FOR PAYMENT:

Total eligible expenditure:	<input type="text" value="0,00 €"/>
ERDF request for payment:	<input type="text" value="0,00 €"/>

Please check section "Activities and Budget".

Signature of the legal representative or
duly authorized person

Signatory

Stamp

Date

Section 2: Activities and Budget

B590A0CF9E3B939D2C57A7F123B37182

2.1 Description of activities

Please describe the preparation activities which took place and quantify outputs (Number of meetings, participants etc).

Textbox 1

you have 0 characters

(max. 2.000 characters)

2.2 Summary breakdowns of expenditure

Table 1: Breakdown by Budget line

This table - which is automatically filled in - provides an overview on the total eligible expenditure as filled-in by you in tables 3 to 7, as well as a comparison with the preparation budget foreseen in Section 5 of the approved Application Form.

	ELIGIBLE EXPENDITURE	BUDGET AS IN THE APPROVED APPLICATION FORM
Staff costs	0,00 €	
Administration costs	0,00 €	
External expertise	0,00 €	
Travel / accommodation	0,00 €	
Meetings and events	0,00 €	
TOTAL	0,00 €	0,00 €

Table 2: Breakdown by Partner

Please insert under the column „Eligible Expenditure“ the validated eligible costs for EU CENTRAL EUROPE partners (including assimilated partners) according to the amounts stated in the confirmations of control annexed to the report. The total of this column should match with the total eligible expenditure presented in table 1. Overall, please ensure that the input duly corresponds with the partner the expenditure refers to.

Partner	Country code	Cofinancing rate	ERDF	Public cofinancing (EU CE Partners)	Private cofinancing (EU CE Partners)	ELIGIBLE EXPENDITURE	BUDGET AS IN THE APPROVED APPLICATION FORM
LP							
PP 2							
PP 3							
PP 4							
PP 5							
PP 6							
PP 7							
PP 8							
PP 9							
PP 10							
PP 11							
PP 12							
PP 13							
PP 14							
PP 15							
PP 16							
PP 17							
PP 18							
PP 19							
PP 20							
PP 21							
PP 22							
PP 23							
PP 24							
PP 25							
		Total	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

Budget Consumption

Budget as in AF	Total Eligible	Unspent budget	Consumption rate
0,00 €	0,00 €	0,00 €	0,00%

Staff working full-time in the project			
TOTAL			0,00 €

B) Budget Consumption

Budget as in AF	Amount validated & reported	Unspent budget	Consumption rate
0,00 €	0,00 €	0,00 €	0,00%

B590A0CF9E3B939D2C57AF7123B37182 B590A0CF9E3B939D2C57AF71

Table 4: Administration Costs

This budget line includes all direct general costs (i.e. costs deriving exclusively from the project e.g. stationery, photocopying, mailing etc.) and indirect general costs (overheads related to the project's preparation activities, based on real costs and calculated on a pro rata basis according to a duly justified, fair and equitable method e.g. heating and electricity, office rent, internet etc.). In the case of indirect costs, no lump sums/flat rates are allowed and an explanation of the method of calculation is required. If the method of calculation is not defined by national eligibility rules, partners must use the following:

pro rata ratio = project working hours (according to the staff costs reported) divided by total actual worked hours of the institution.

Tables (A.1 and A.2) are to be filled-in by using one line per partner. In both tables the column headed "partner that incurred cost" has to be filled-in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

A) Cost claimed

A.1) Direct costs

Partner that incurred cost	Summary of direct costs claimed	Total amount validated & reported
	Subtotal	0,00 €

B590A0CF9E3B939D2C57A7123B37182

B590A

Budget as in AF	Amount validated & reported	Unspent budget	Consumption rate
0,00 €	0,00 €	0,00 €	0,00%

J8939DD2C57AF71

Table 6: Travel and Accommodation

This budget line refers to travel and accommodation costs and subsistence allowances of employees of the partner institutions in relation to their participation in meetings/seminars/conferences. As far as costs for Associated Institutions are concerned, they are to be included under the budget line "External Expertise", provided that these costs are finally borne by projects partners. The table is to be filled-in by using one line per mission. The column headed "partner that incurred cost" is to be filled-in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

A) Cost claimed

Partner that incurred cost	Reason for mission	No. of attendees	Start and end date of mission	Amount validated & reported
			TOTAL	0,00 €

B) Budget Consumption

Budget as in AF	Amount validated & reported	Unspent budget	Consumption rate
0,00 €	0,00 €	0,00 €	0,00%

B590A0CF9E3B939D2C57AF712B837182

B590A0CF9E3B939D2C57AF71

Table 7: Meetings and Events

This budget line refers to costs related to the organisation of meetings (renting of premises and equipment, catering, interpretation, printing etc.) paid on the basis of contracts with external providers. This might also include the cost of external speakers and external participants if the cost is borne by the partners. The table is to be filled-in by using one line per event. The column headed "partner that incurred cost" is to be filled-in through the drop down menu provided. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc.). The grey cells are automatically filled-in and calculated.

A) Cost claimed

Partner that incurred cost	Name of event/meeting	Date and place	Amount validated & reported
TOTAL			0,00 €

B) Budget Consumption

Budget as in AF	Amount validated & reported	Unspent budget	Consumption rate
0,00 €	0,00 €	0,00 €	0,00%

B590A0CF9E3B939D2C57AF7123B37182

B590A0CF9E3B939D2C5711

Section 10: Annexes

B590A0CF9E3B939D2C57A7123B37182

10.1. Confirmations of control

Please list in the table below the "Confirmation of Control" documents covering 100% of the expenditure claimed. Each "Confirmation of Control" document has to be delivered by the First Level Controllers of the Lead Partner and Project Partners and has to be accompanied by the "Internal Control Report" and the "Control Checklist". For further information please refer to the Control and Audit Guidelines.

No.	LP/PP	Description	Internal Control	Control Checklist
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

