



## Guidelines on financial, narrative reporting and visibility rules

### 1. General

#### 1.2 What does a collaboration with EGP or the Greens/EFA group mean?

The project should be organised in partnership with FYEG and at least EGP or the Greens/EFA in the European Parliament. These partnerships can take many forms and FYEG can advise and help you in seeking partnerships for the application process and through the project.

A partnership with EGP means that your parent party (if they are a member of the EGP) should be involved in the project, for example by having a member of your parent party as speaker to your event or working together with them and including their logo on the design for a campaign. A partnership with the Greens/EFA in the European Parliament means that an MEP (member of the European Parliament) from the Greens/EFA Group should be involved in your project, for example again as a speaker or as partner for a publication.

#### 1.2 When and what do I need to submit for reporting on the project?

**Maximum 1 month after the end of your project and on 3 January 2021 at the latest** (for project ending in December) you are expected to:

1. Send via email:
  - a. a clear and transparent financial report with
    - i. a budget report and list of expenses (see templates),
    - ii. scans<sup>1</sup> of all original bills (see point 2).
  - b. the narrative report (see point 3),
  - c. links/PDFs of the project outcomes,
  - d. the project's communication materials such as program, call, promotion, etc.,
  - e. the scan of the list of participants (if applicable),
  - f. a file with good quality pictures from the event (if applicable)
2. Send by land post:
  - a. all the original bills
  - b. the original signed list of participants

*Please, ensure that all materials produced during the project as well as materials for external communication (FB events, calls, program) are in line with the visibility rules (see point 4).*

#### 1.3 What costs can be covered by the grant?

Participant and speaker travel, accommodation and food are covered as well as venue rental, trainer/expert/design fees, production of non-electoral campaign material, online platform

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<sup>1</sup> Scans made with an app such as CamScanner are acceptable.



subscription, etc. as long as they happen in 2020 (mid December at the latest) and are in line with the project proposal and grant guidelines.

#### **1.4 What costs can not be covered?**

No *meat* or *alcohol* can be covered as per FYEG IRPs. Administrative costs such as salaries and personnel costs, purchase of equipment, software, printers or any other electronic device, office rent, electricity, water and heating bills can not be covered.

#### **1.5 Can the grant be used for an activity that was already planned?**

Yes, the grant can cover these costs if the project and reporting are in line with the guidelines.

#### **1.6 Is the grant considered as income for calculating my MO membership fee to FYEG?**

Yes, the grant will come into account for the calculation of membership fees.

## **2. Financial Reporting**

*By applying for this grant you take on a responsibility towards FYEG and other partners. We do not want you to become accountants, but we would like you to take reporting seriously: be honest, smart and professional. And be aware that **the grant will only be paid once the full reporting is completed and approved by FYEG.***

#### **2.1 What documents must be provided?**

##### **2.1.1 Budget report and expense list**

You must provide a budget report (sums of actual expenses compared to the original budget) and a detailed list of all expenses, using the templates provided by FYEG.

The list of expenses must include a description of the type of expense, the date of payment, the amounts in local currency (by local currency, we mean the one in which the bill was paid), the conversion rate using [this converter](#) (used with the correct date) and the corresponding amount in euro for every expense. The list should be as detailed as possible, using one line per payment/receipt. Participants travel reimbursement can be summed, using one line per reimbursement. Each item in the list should be numbered. The number should be marked on the corresponding invoice, receipt or reimbursement proof.

##### **2.1.2 Invoices**



Depending on the partners for your project, all invoices (accommodation, catering, venue, expert fees, etc.) need to be address either to the Greens/EFA Group or to EGP, using the details below:

For EGP	For the Greens/EFA Group
The European Green Party AISBL/EUPP Rue Wiertz 31, 1050 Brussels, Belgium VAT nr. BE 0872183517	European Parliament Greens/EFA Group in the EP Jan-Paul Brouwer Office PHS 02C03 Wiertzstraat 67, 1047 Brussels

In addition invoices should always be clearly identifiable, containing the following info:

- A description of the service provided, including the project name.
- The amount to be paid in Euro, including VAT
- If the supplier does not have a VAT number or is not subject to VAT in their country, the invoice should contain a sentence referring to their VAT exemption status.
- In case several expenses are combined on one invoice, each type or expenses (meals, coffee break, venue, etc.) should be clearly visible and the prices detailed.

For each invoice a bank or credit card statement must be provided as proof of payment.

### 2.1.3 Other receipts and proofs of payment

For each expense you should provide a receipt, ticket or invoice. Only expenses that can be proven with the corresponding receipt, invoice and proof of payment will be considered. Note that credit card or bank statements alone are not considered sufficient proof.

**For travel expenses**, the original ticket or receipt with a visible price must be provided. If the amount is not on the ticket, a bank statement proving the price must be provided. In case of travel by plane, all original boarding passes must be provided.

**For accommodation, meals or venue**, the invoice or receipt should be as detailed as possible (dates, number of participants, etc.). Booking confirmations are not valid proofs of expenditure if they don't mention that the total amount was paid. They should be accompanied by a proof of payment (bank or credit card statement).

**For expert or speaker fees**, you should provide either an invoice or copy of the signed contract and a bank or credit card statement as proof of payment. In case of payment in cash, a statement co-signed by the expert/speaker and the person responsible for the payment and clearly stating the amount received should be provided.



## 2.2 Lowering the financial burden - direct payments by FYEG

For large expenses, such as accommodation or venue, you can request a direct payment from FYEG by sending the invoice to [office.assistant@fyeg.org](mailto:office.assistant@fyeg.org).

## 3. Narrative report

### 3.1 A narrative report of the activity

This is a short form with the main results and lessons learned from the project you organised. The narrative report template is available in the [Resource Folder](#).

### 3.2 High-quality visuals

A collection of several photos/sharepics/videos resulting from the project should be uploaded on a Drive/Wetransfer and sent to FYEG.

### 3.3 Signed list of participants

It is important that during each event or meeting signatures are gathered for the attendance of all participants and speakers. A participants list template can be found in the [Resource Folder](#).

## 4. Visibility Rules

The grant is awarded on the condition that the partners logo and reference to the support received appear on any document, website, social media post, etc., linked to the project and/or produced with the grant. Reference to the support can be as simple as: *This project is supported by the Greens/EFA Group in the European Parliament and the European Green Party.*

All produced materials (not working documents for internal use) must have FYEG, Greens/EFA and EGP logos. Logos can be found in the [Resource Folder](#).

### 4.1 Live event

In case the grant supports a live event, the partners' logos must be visible on the pictures of the events and the report must include at least one high-quality group picture with visible logos (FYEG can provide flags and banners for that purpose).

### 4.2 Social Media

Please, mention @FYEG on Instagram, Facebook or Twitter, so that we can share your posts. FYEG will provide you with communication guidelines closer to your activity.