

FINANCE AND GRACE TRAINING

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Control Officer
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23 January 2020
Financial Mechanism Office

Agenda

- | | |
|---------------|--|
| 09:30 - 09:45 | Welcome |
| 09:45 - 10:30 | Eligibility of expenditures |
| 10:30 – 11.00 | Verification of Projects |
| 11:00 - 11:30 | Coffee break |
| 11:30 - 12:30 | Financial reporting – IFRs and forecast of likely payments |
| 12:30 - 13:45 | Lunch Break |
| 13:45 - 14:45 | GrACE - training (IFR, forecast of likely payments) |
| 14:45 - 15:30 | GrACE exercise – IFR |
| 15:30 - 16:00 | Q&A and Wrap-up |



ELIGIBILITY OF EXPENDITURES



ELIGIBILITY OF EXPENDITURES

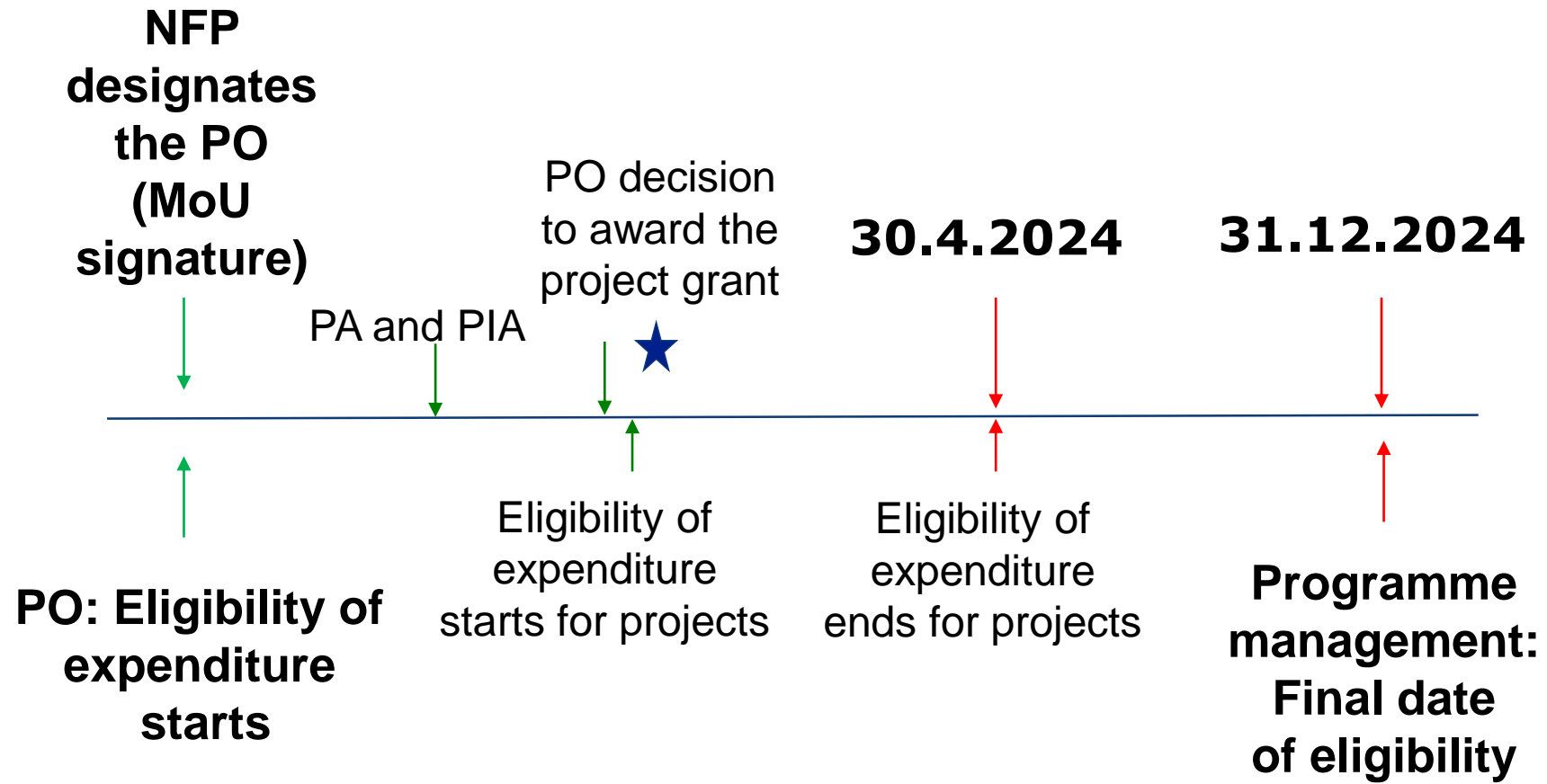
**Where to look for
the eligibility
rules?**




- **Chapter 8: Eligibility of expenditures**
 - ✓ Reg. Art 8.1: Eligible expenditures of a programme
 - ✓ Reg. Art 8.2: General principles
 - ✓ Reg. Art 8.3: Eligible direct expenditures in a project
 - ✓ Reg. Art 8.4: Standard scale of unit cost
 - ✓ Reg. Art 8.5: Indirect cost in projects
 - ✓ Reg. Art 8.8: Fund for bilateral relations
 - ✓ Reg. Art 8.10: Management cost incurred by PO
- **PA Annex II - Special rules on eligibility of costs**
- **Applicable national and EU legislation (e.g. tax, social legislation, accounting rules)**
- **Financial guidance (examples)**



ELIGIBILITY OF EXPENDITURES - Timing



 *Unless a later date is provided in the PA, PIA or project contract*



ELIGIBILITY OF EXPENDITURES

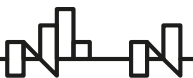
Management costs of the PO (art 8.10)

**In accordance with the
i) Regulation**

- **Proportionate**
- **Necessary**
- **Within the management
cost budget stated in the
Programme Agreement**

Payments to projects (8.3)

**In accordance with the
i) Regulation
ii) PA
iii) Project contract**



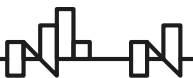
ELIGIBILITY OF EXPENDITURES – Lump sums

Fund for bilateral relations: travel and subsistence allowances (Art 8.8.2)

Travel and subsistence for staff taking part in project (Art 8.3.1)

**Proportionality
Based on defined rules
approved by:**

- **NFP for BF**
- **PO for the projects**



ELIGIBILITY OF EXPENDITURES – Indirect cost (Art 8.5)

Actual indirect cost (analytical accounting system)

A flat rate of up to 25% of total direct eligible costs (excluding subcontracting)

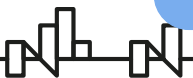
A flat rate of up to 15% of the directly eligible staff cost (without calculation)

A flat rate applied to direct eligible costs based on existing methods and corresponding rates...

Specific provisions for international organisations or bodies or agencies

Options available for the POs -> PIA

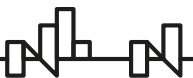
Options available for the PPs & Partners
-> contract,
partnership agreement



ELIGIBILITY OF EXPENDITURES – Scales of unit cost (Art 8.4)

1) In accordance with the rules of application of **corresponding scales of unit costs applicable in European Union policies** for **similar type of project of PP or partner**

2) In accordance with the rules for application of **corresponding scales of unit costs applied under schemes for grants funded entirely by the Beneficiary State** where the PP or partner is located, **or the Donor State** where the dpp is located, for **similar types of projects and entities involved**



ELIGIBILITY OF EXPENDITURES



Key messages:

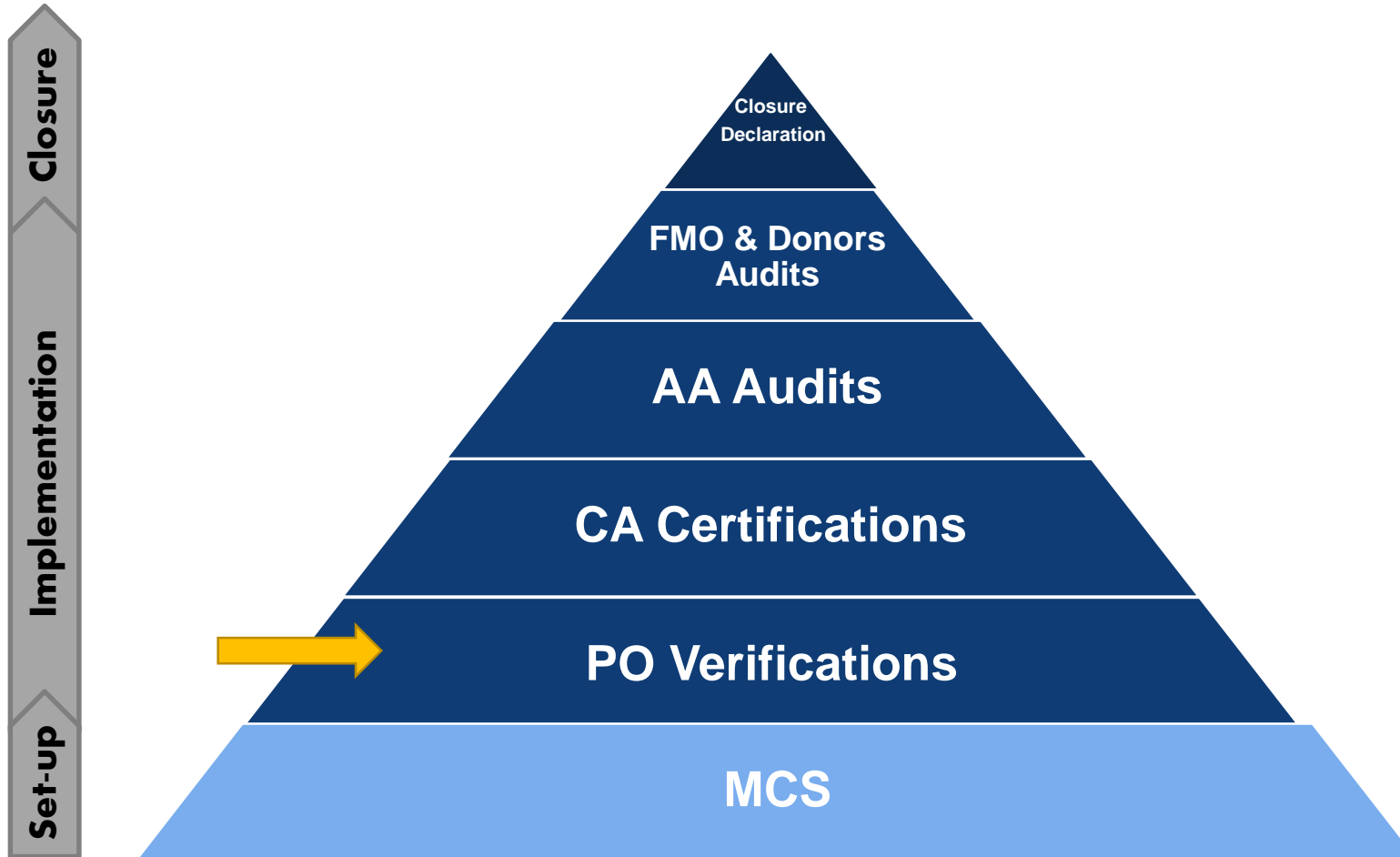
- Understand the eligibility rules
- In case of doubt, contact the FMO
- The rules on eligibility of expenditure apply to all cost of the project and not only to the grant amount
- Important to share eligibility information with project promoters and project partners



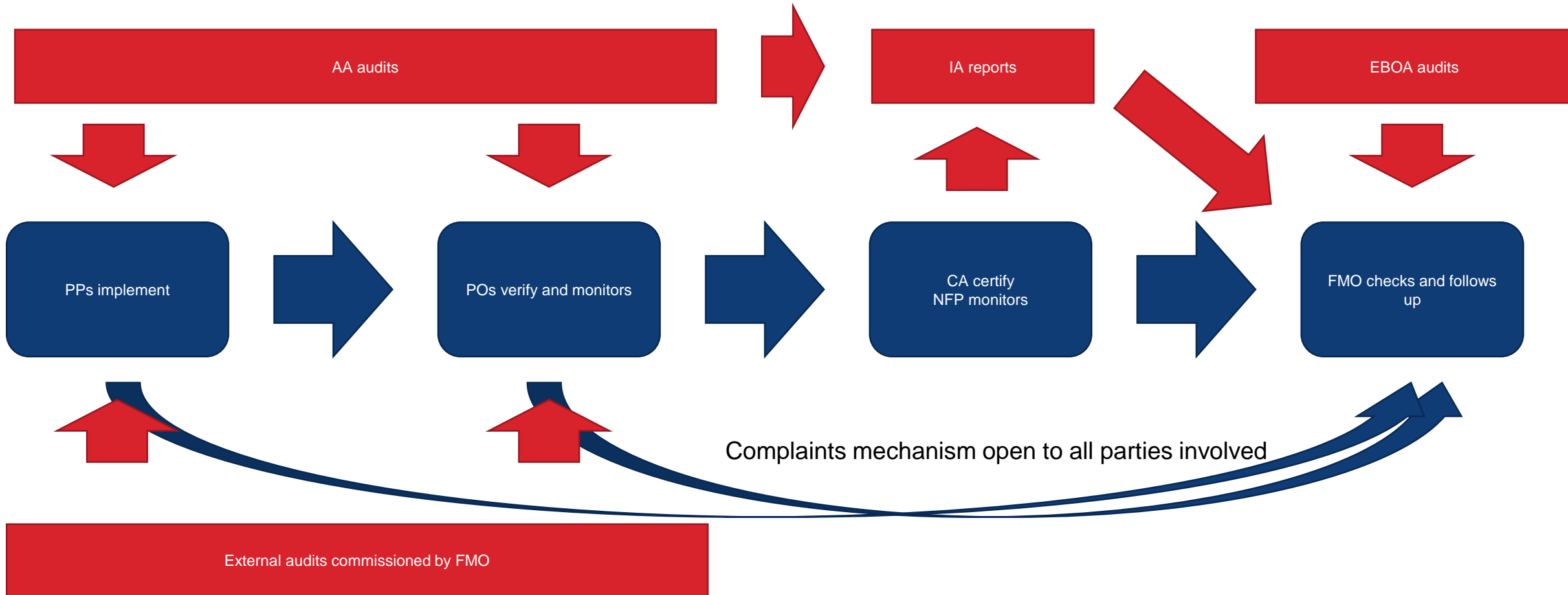
VERIFICATIONS OF PROJECT EXPENDITURE



FM's 2014-2021 Assurance Framework



Key Stakeholders in charge of financial management and control



VERIFICATIONS OF PROJECTS

**Administrative verifications
(desk checks)
in respect of incurred expenditure reported
by PPs**

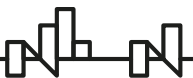


- ❖ **Each financial report submitted by the PP**
- ❖ **Sampling of transactions/items for detailed checks allowed**

**On- the-spot
verification**

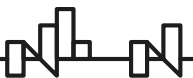


- ❖ **Sampling for the selection of projects and transactions/items for detailed checks allowed**



PO: Verifications – desk checks

- ✓ Before approval of the reports
- ✓ Adequacy of supporting documents - audit trail
- ✓ Compliance with the Regulations, the PA as well as the applicable national and EU laws (*e.g. legislation on the environment, public procurement and state aid*)
- ✓ Compliance of incurred expenditures with all the eligibility rules
- ✓ No double funding



PO: Verifications – on-the-spot checks

On-the-spot verifications should be carried out in order to check in particular:

- ✓ The reality/physical existence of the project
- ✓ Accuracy of information regarding the physical and financial implementation of the project
- ✓ Delivery of the product or service
- ✓ Respect of the rules on publicity and visibility
- ✓ Existence of original supporting documents

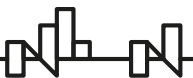


VERIFICATIONS OF PROJECTS



Key messages:

- Project promoters should receive information/training so that they know what costs are eligible and what records to keep
- Give feedback – a good open dialogue between the PO and project promoters helps to build trust, identify and overcome risks, and improve delivery.
- Lack of communication is de-motivating.
- Document your verification activities (checklist)
- Sampling methods allowed

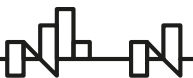


VERIFICATIONS OF PROJECTS

Records

Using checklist – Why?

- ✓ Ensures that all relevant aspects are covered in sufficient detail
- ✓ Can be used as an 'aide memoire' – particularly in complex areas
- ✓ Enables review and quality control checks
- ✓ Issues are readily identified
- ✓ Aids reporting, follow-up and closure
- ✓ Avoid asking irrelevant questions
- ✓ Provides an audit trail of the verification process



Coffee break



FINANCIAL REPORTING

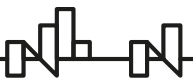


Financial Reporting

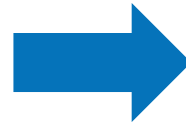
What are the PO responsibilities for the financial reporting ?



- Interim financial reports (IFRs)
- A forecast of likely payment applications
- Project-specific statistical data to maintain the reporting database;
- Provide the Certifying Authority all necessary information
- Programme Agreement requirements



Where to find information?



- Regulation on the implementation of the Financial Mechanism 2014-2021
- Programme Agreement
- Guidelines and Guidance (Financial Guidance)
- FMO Templates



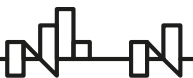
INTERIM FINANCIAL REPORTS



Financial Reporting - IFRs

What should the IFRs be based on?

- Reporting on use of funds
- Pre-financing requests for the next period
- Outputs/Outcomes (September IFR)
- Interest earned (March IFR)

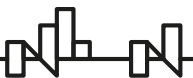


Financial Reporting - IFRs

What should the IFRs be based on?

Reported incurred expenditure in the IFRs should be on basis of:

- Expenditure incurred directly by the PO on Programme Management
- Payments to projects by the PO under the outcomes
- Recoveries from Projects due to corrections



Financial Reporting - IFRs

- **Proposed expenditure - What amount will be paid by the FMO?**
- **The amount to be paid \neq Proposed amount**
 - Incurred vs Disbursed to-date
 - Expected amount to be incurred before the next reporting period

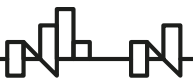
		Total
Proposed for period Nov 19 - Apr 20		€ 1,000,000
Amount paid in previous payments	€ 800,000	
Reported incurred Jan 19 - June 19	€ 400,000	
Expected to be incurred Jul 19 - Oct 19	€ 200,000	
- Expected cash balance at the start of period for the proposed expenditure	€ 200,000	€ 200,000
= Amount to be paid		€ 800,000



Financial Reporting - IFRs

What should the IFRs be based on?

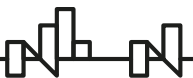
- Outcomes (September IFR)
- Interest earned (March IFR)
- Checklist and Certification



Financial Reporting - IFRs

What are the changes in the IFR content?

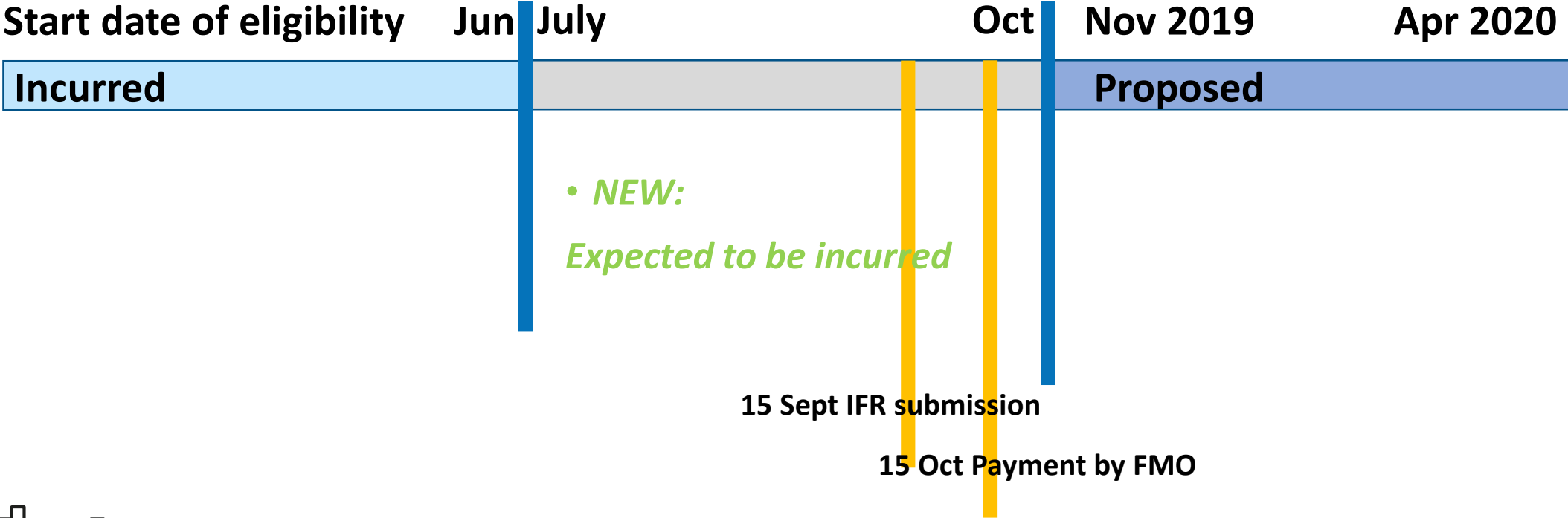
- Register payment to projects
- Less budget lines to report (Programme preparation costs, Complementary action...)
- Amount to be paid \neq proposed amount (cash balance taken into account)
- No retention amount applied to each payment
- Report the Interest earned together with the IFRs
- Outcomes section
- Two reporting periods.



Financial Reporting - IFRs

What about reporting periods?

Incurred	1. January - 30. June	1. July - 31. December
Proposed	1. November - 30. April	1. May - 31. October
Reporting	15. September	15. March
Payment	15. October	15. April



Financial Reporting - IFRs

When will the PO receive funds?

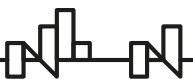
Pre-conditions

- ✓ The FMO acknowledge the management and control systems at National level
- ✓ The programme agreement and programme implementation agreement are signed.

Interim financial reports (IFRs)

- Fixed deadline for reporting and fixed payment dates
- FMO can withhold payments in case of delayed or incomplete reporting

The FMO will transfer the funds to the national account (CA)



FORECAST



Financial Reporting - Forecast

Why?

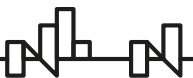
- Important for Donor states and FMO budgetary and cashflow planning
- Shall be submitted to the FMO 4 times a year
 - 20th February
 - 20th April (new)
 - 20th September
 - 20th November (new)
- Be realistic!
- Provide info why the forecast has changed since previous estimate
- Each forecast should be updated and reviewed carefully as this input is important for the Donors.



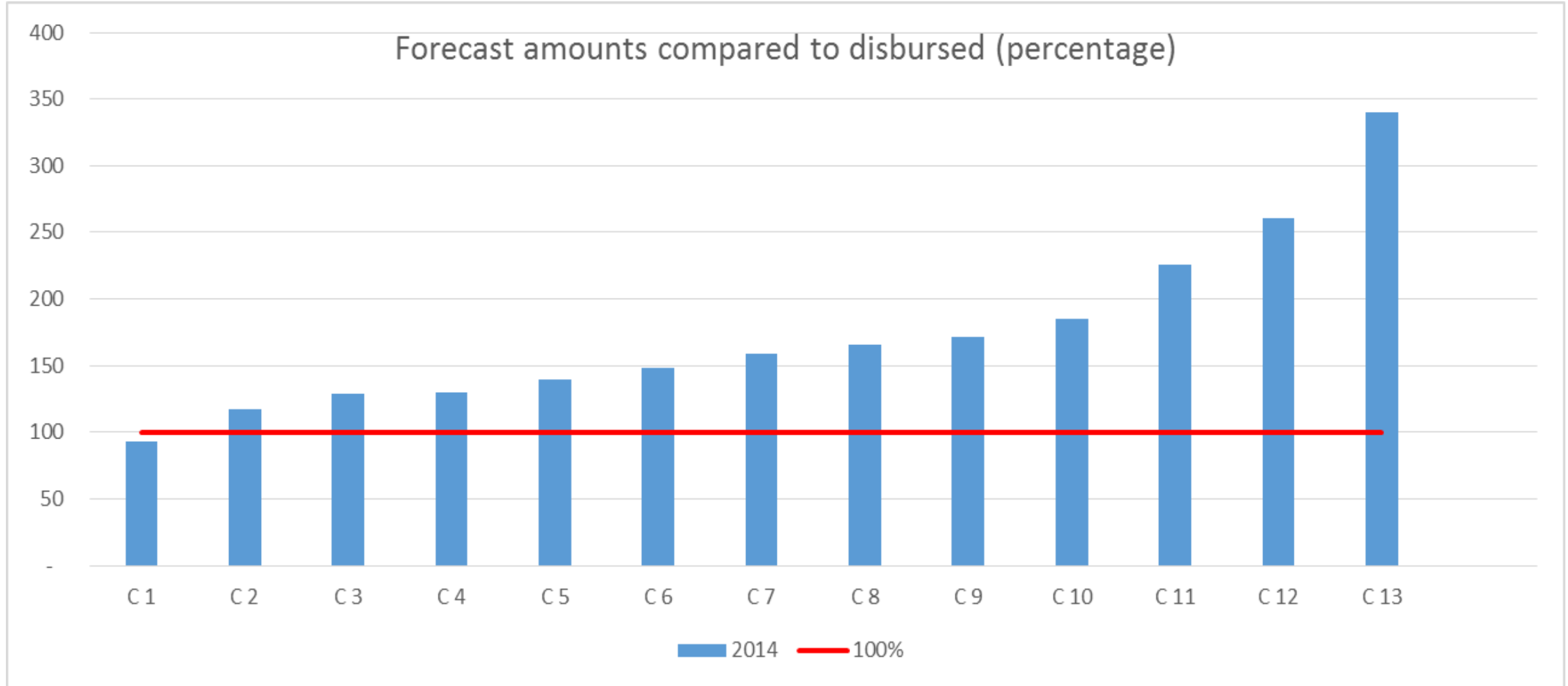
Financial Reporting - Forecast

Format

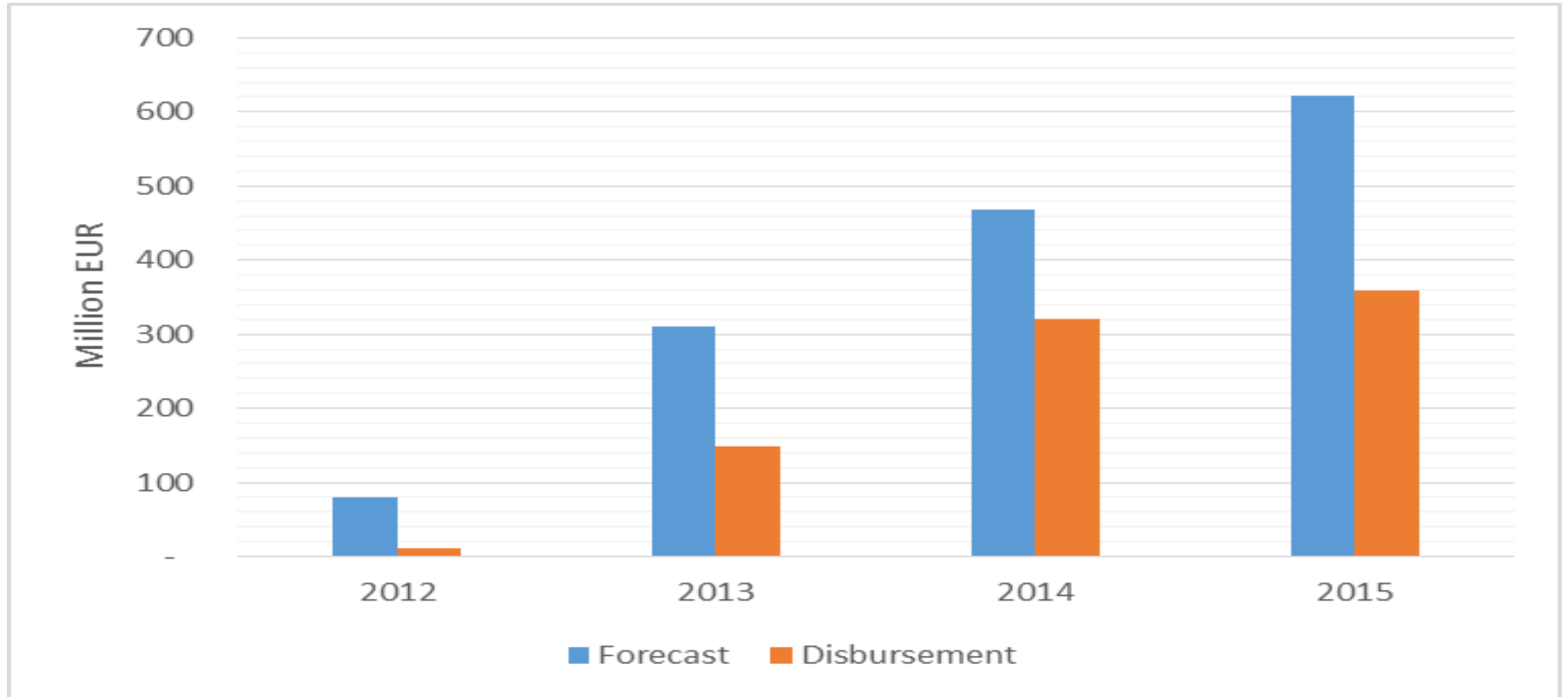
- **During the current year the estimated total payment application for that year should be submitted, including already paid amounts in the year.**
- **Only the amount to be paid by the FMO.**
- **Several aspects and variables. Should be looked into, e.g.:**
 - Paid and incurred amounts year-to-date;
 - Planned/open call(s)
 - Planned disbursements, advance payments
 - Delays during the implementation
 - Financial reporting periods



FINANCIAL REPORTING - FORECAST



FINANCIAL REPORTING - FORECAST





Q&A



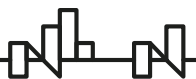
Introduction to GrACE

EEA and Norway Grants 2014-2021



Content

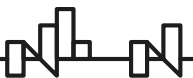
- What is GrACE
- How to access GrACE
- Introduction to main modules
 - Dashboard
 - Grants



What is GrACE

- Grants Administration and Collaboration Environment
- Web-based system accessible through any web-browser
- Used for the management of EEA and Norwegian Financial Mechanisms 2014-2021
- To be used by stakeholders working with the Grants (Donor and Beneficiary State entities and the FMO)

GRACE | Grants
Administration
and Collaboration
Environment



How to Access

<https://grace.eeagrants.org/>

- First login: you will receive an email with a link to the create password page

Change your password

You can reset your password for your account by completing this form.

* Enter new password

* Confirm new password

Password must meet 3 of the following requirements:

At least **one letter** a, b, c, ... z

At least **one capital letter** A, B, C, ... Z

At least **one number** 0, 1, 2, ... 9

At least **one punctuation symbols** . , ! ? ' " - : ;

At least **one special letter** # \$ % & () ` * + < = > @ ^ _ { | } ~ \ /

Be at least **8 characters**

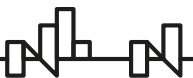
Submit



<https://grace-demo.eeagrants.org/>

IFR - GrACE log-in:

- Username: **email address**
- Password: **demo14-**



GrACE Training Environment

Login information table

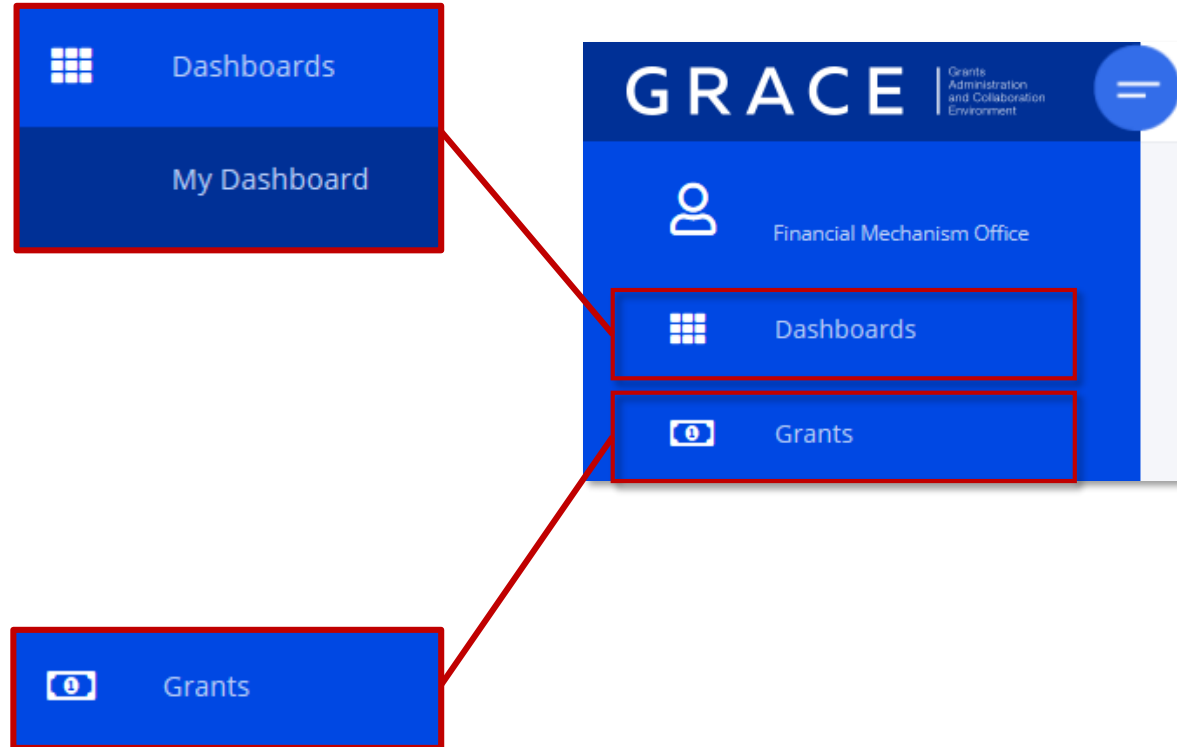
- Address: <https://grace-demo.eeagrants.org/>
- Username: **email address**
- Password: **demo14-**

Audit Authority		
aalatvia@grace.lv		
Certifying Authority		
ca1latvia@grace.lv		
ca2latvia@grace.lv		
NFPs		
nfp1latvia@grace.lv		
nfp2latvia@grace.lv		
Programme	User1	User2
LV-BF	nfp1latvia@grace.lv	nfp2latvia@grace.lv
LV-CLIMATE	PO1LATVIA@grace.lv	PO2LATVIA@grace.lv
LV-CORRECTIONAL	PO3LATVIA@grace.lv	PO4LATVIA@grace.lv
LV-HOMEAFFAIRS	PO7LATVIA@grace.lv	PO8LATVIA@grace.lv
LV-INNOVATION	PO9LATVIA@grace.lv	PO10LATVIA@grace.lv
LV-LOCALDEV	PO11LATVIA@grace.lv	PO12LATVIA@grace.lv
LV-RESEARCH	PO13LATVIA@grace.lv	PO14LATVIA@grace.lv
LV-TA	nfp3latvia@grace.lv	nfp4latvia@grace.lv



Introduction to Main Modules - External

- Dashboard
- Grants



Dashboards - My Dashboard

- Starting page
- Placeholder for personal tasks and team tasks
- Links to your programmes
- Customizable

GRACE FUNDING PERIOD 2014-2021

Search for programmes and countries

Iceland Liechtenstein Norway grants

My tasks

Search View Options

Task Name	Context	Planned end date	Document
No entries found			

Showing 0 to 0 of 0 entries

My workflows +

My beneficiary states +

My team(s) tasks

Search View Options

Task Name	Context	Planned end date	Document
No entries found			

Showing 0 to 0 of 0 entries

My programmes +

My recent documents +



Dashboard - Programmes

- Entry point to programmes
 - Programme Agreements, payments (IFRs, advances), programme contacts, projects, ...

The screenshot displays the GRACE dashboard interface. At the top, it shows 'GRACE' with a menu icon, 'FUNDING PERIOD 2014-2021', and a breadcrumb trail: 'Programmes > BG-ENERGY'. A search bar on the right contains the text 'Search for programmes and countries'. In the top right corner, there are logos for 'Iceland', 'Liechtenstein', and 'Norway' with 'grants' written below them.

The main content area is titled 'Programme' and features a star icon. The programme details are as follows:

- Renewable Energy, Energy Efficiency, Energy Security**
- BG-ENERGY**
- Bulgaria**

Below the details is a navigation bar with the following tabs: MoU data (selected), Concept note, Programme Agreement, Documents, Contacts, Budget, Workflows, Results Framework, Payments, Bank Accounts, Calls, Project Level Information, and Risk Assessment.

The 'MoU data' section contains the following information:

- Programme name:** Renewable Energy, Energy Efficiency, Energy Security
- Programme short name:** BG-ENERGY
- Programme objective:** Less carbon intensive energy and increased security of supply



Grants – Data Registration

- Place with information on all aspects of the Grants:
 - Allocations to beneficiary states
 - Donor States
 - Programme Areas
 - Funds

The screenshot displays the GRACE Grants Data Registration interface. At the top, it shows the funding period as 2014-2021 and the current selection of 'Grants Data Registration'. A search bar is available for programmes and countries. The main content area is divided into sections for 'Current Funding Period' and 'Financial Mechanisms'.

Current Funding Period: EEA and Norway Grants 2014-2021 (Launched). Total contribution: € 2,801,800,000. Commitment: 01.05.2014 - 30.04.2021.

Financial Mechanisms:

Financial Mechanism	Donor States	Beneficiary States	Programme Areas	Funds
2014-2021 EEA Financial Mechanism				
Donor States	Gross Allocation			
Iceland	€ 1,548,150,000			
Liechtenstein				
Norway	Net Allocation			
	€ 1,432,038,750			
Beneficiary States				
Bulgaria	€ 115,000,000			
Croatia	€ 56,800,000			
Cyprus	€ 6,400,000			
Czech Republic	€ 95,500,000			
Estonia	€ 22,200,000			
2014-2021 Norwegian Financial Mechanism				
Donor States	Gross Allocation			
Norway	€ 1,253,650,000			
	Net Allocation			
	€ 1,159,626,250			
Beneficiary States				
Bulgaria	€ 95,100,000			
Croatia	€ 46,600,000			
Cyprus	€ 5,100,000			



Registering Projects in GrACE



Project Level Information (PLIs)

My dashboard > My programmes > Project level information > Create new

GRACE FUNDING PERIOD 2014-2021

Search Results > INNOVATION

Search for programmes and countries

loeland Liechtenstein Norway grants

Programme

Business INNOVATION

Reduction of Economic and social disparities No information

Stenghtening bilateral relation No information

Operational issues No information

Programme implementation

MoU data Programme Implementation Agreement Agreement Modifications Documents Irregularity Cases Contacts Budget Workflows Results Framework Payments

Bank Accounts Forecasts Calls Project Level Information Risk Assessment Assessments

1

Project level information

Create new

Search View Options

Project title	Project code	Financial mechanism/s	Outcomes(Budget headings)
No entries found			

Showing 0 to 0 of 0 entries

Project level information configuration

2

4 Edit

Programme projects access type

Multiple Financial Mechanisms 3

Registering Project Level Information (PLIs)

My dashboard > My programmes > Project level information > Create new

The screenshot displays the GRACE system interface. At the top, the header includes 'GRACE', 'FUNDING PERIOD 2014-2021', and a search bar with the text 'Search for programmes and countries'. The main content area is divided into several sections:

- Programme:** A section titled 'Business' under the 'INNOVATION' programme, showing 'Reduction of Economic and social disparities', 'Stengthening bilateral relation', and 'Operational issues', all with 'No information' status.
- Navigation Tabs:** A row of tabs including 'MoU data', 'Programme Implementation Agreement', 'Agreement Modifications', 'Documents', 'Irregularity Cases', 'Contacts', 'Budget', 'Workflows', 'Results Framework', 'Payments', 'Bank Accounts', 'Forecasts', 'Calls', 'Project Level Information' (highlighted), 'Risk Assessment', and 'Assessments'.
- Project level information:** A section with a 'Create new' button and a search bar. Below it is a table with columns: 'Project title', 'Project code', 'Financial mechanism/s', and 'Outcomes(Budget headings)'. The table is currently empty, showing 'No entries found'.
- Project level information configuration:** A dialog box for configuring 'Programme projects access type'. It has a dropdown menu with 'Multiple Financial Mechanisms' selected. Below the dropdown is an input field. To the right of the dropdown is a close button (X). At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

Three orange arrows point to specific elements in the configuration dialog:

- Arrow 1 points to the 'Multiple Financial Mechanisms' dropdown menu.
- Arrow 2 points to the 'Multiple Financial Mechanisms' option in the dropdown list.
- Arrow 3 points to the 'Save' button.



Project Level Information (PLIs) – Project Identification

FUNDING PERIOD 2014-2021
Programmes > INNOVATION > Project Level Information

Search for programmes and countries: []

Project Level information

INNOVATION-0001
INNOVATION
is not PDP

Not Reviewed
Not Published

Mark as Reviewed

Initial registration

Final registration

Initial registration

Project Identification

* Project title: Project 1 (2.1)

Project internal ID: 1 (2.2)

Beneficiary state: (2.3)

Project URL: (3)

Financial Mechanism/s: EEA Grants, Norway Grants (2.4)

+ Project details

+ Project partners

+ Project content

+ Project timeline

Cancel Save (4)

The system opens the empty form for the PLI and the user fills the initial data in the **tab “Initial registration” (1)** in **sections: Project identification (2), Project details, Project partners, Project content and Project timeline (3)**. When ready with the entry – click **Save (4)**.

Each section may be expanded or collapsed using the buttons “+” or “-”.

Useful tips:

Some information in the sections is mandatory (2.1), other is optional (2.2) or is pre-filled and cannot be changed (2.3) or is pre-filled but may be changed (2.4).

When there’s only one FM in the programme (e.g. EEA Grants), it is pre-filled.

In Project partners (1-2-3), the field **Country** for other project partners is **prefilled (4)** with the same country as the beneficiary country and **allows** the users to **change** it when needed.



Project Level Information (PLIs) – Project Details

FUNDING PERIOD 2014-2021

Programmes > INNOVATION > Project Level Information

Search for programmes and countries

Iceland Liechtenstein Norway grants

Project Level Information

INNOVATION-0001
INNOVATION
is not PDP

Not Reviewed
Not Published

Initial registration

+ Project identification

- Project details

1 Project grant €

2 Project grant rate %

3 Project level co-financing

4 Project eligible expenditure €

5 Project promoter organisation

Implementation modality
Predefined project 6

+ Project partners

+ Project content

+ Project timeline

+ Bilateral summary

7 Save

Cancel

In the **(1)** project grant, the users inserts the right amount.

In the **(2)** project grant rate, the user inserts the percentage.

The **(3)** project level co-financing and the **(4)** project eligible expenditure are automatically calculated by the system.

The user inserts the **(5)** project promoter organization and **(6)** choose one of the implementation modality between “Predefined project”, “Call/Small Grants Scheme”, “Financial Instruments”.

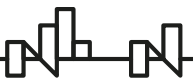
When ready with the entry – click **(7) Save**.

The IFR in GrACE

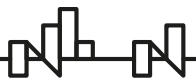
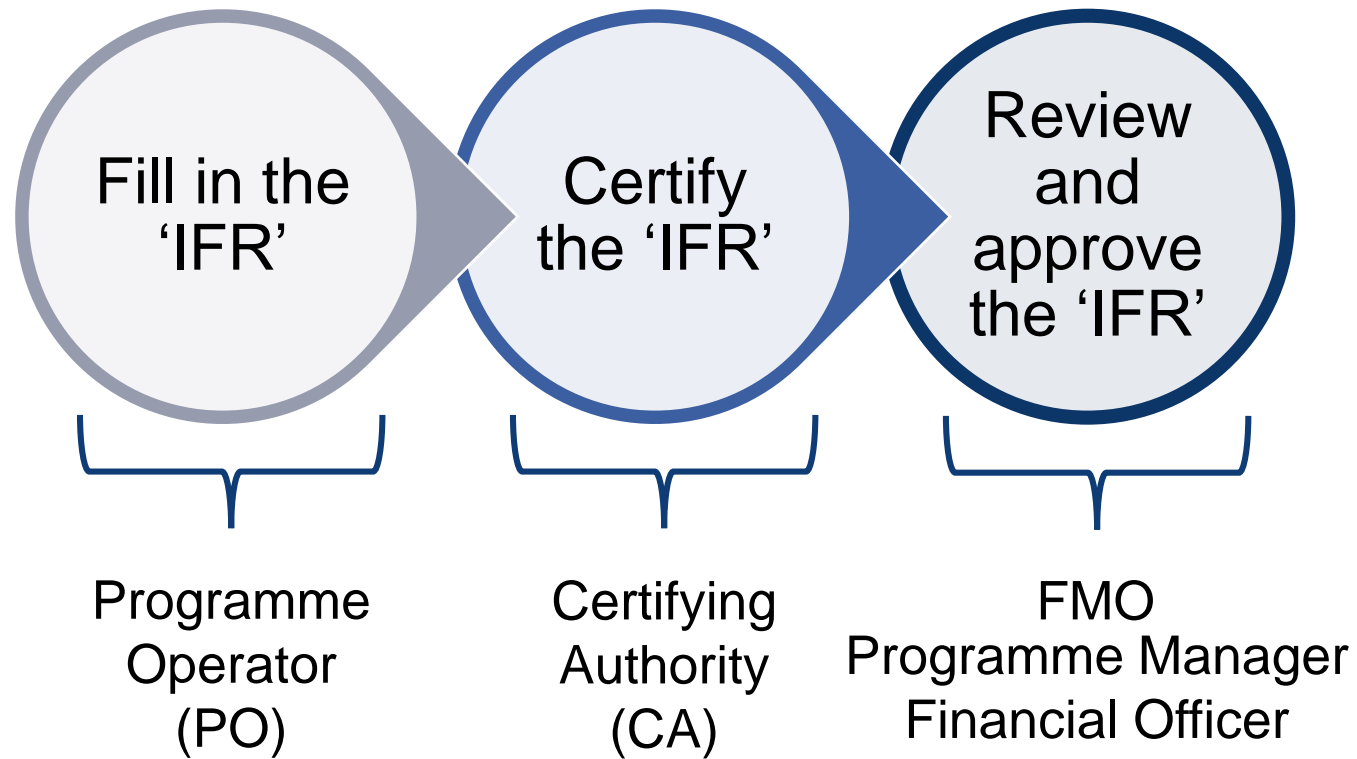


Content

- Registering projects
- The IFR in GrACE
 - Fill in the IFR
 - Certify the IFR
 - Review and Approve the IFR



Steps in the IFR Process in GrACE



Filling in the IFR

Programme Operator (PO)



Accessing the IFR Task

The task will appear under 'My tasks' on 'My dashboard'

The screenshot displays the GRACE dashboard interface for the funding period 2014-2021. The dashboard is organized into several sections:

- My tasks:** A table with columns for Task Name, Context, Planned end date, and Document. The 'IFR' task is highlighted with a red box. The document ID is 'IFR#1 BG-CULTURE'.
- My workflows:** A table with columns for Workflow name, Input document, Planned end date, and Status. One workflow is listed: 'Interim Financial Reporting for Regular programmes' with status 'In progress'.
- Documents locked for editing by me:** A table with columns for Name and Modified on. One document is listed: 'IFR# -HOMEAFFAIRS' modified on '07.01.2019 16:41:35'.
- My team(s) tasks:** A table with columns for Task Name, Planned end date, Document, and Role / Group. It shows 'No entries found'.
- My programmes:** A table with columns for Short name, Beneficiary state, Programme manager(s), and Grant name(s). One programme is listed: 'HOMEAFFAIRS' in 'Bulgaria' with grant name 'Norway Grants'.

The top navigation bar includes the GRACE logo, a search bar for programmes and countries, and flags for Iceland, Liechtenstein, and Norway grants.



Task – IFR

GRACE FUNDING PERIOD 2014-2021

Search for programmes and countries

loeland Liechtenstein Norway grants

Task : IFR In progress

Details Comments (0)

Workflow
Interim Financial Reporting for Regular programmes (HOMEAFFAIRS)

Assignee
GrACE PO (Programme Operator)

Task description
The Programme operator should fill in the IFR details, and then either sign it electronically or upload signed paper copy of the document.

Main document
IFR#2 HOMEAFFAIRS 21.01.2019

Supporting documents
None

Actions
Select
Write your comments here...
Submit

Document : IFR#2 HOMEAFFAIRS

Preview Structured Data

Incurred (Part A) Proposed (Part B) Certification PO

3 parts of the IFR

Total Incurred (Part A)

Part A - Statement of actual expenditure incurred and interest earned and interest earned

Interim financial report number	Start date of incurred expenditure period	End date of incurred expenditure period
2	01.01.2017	31.12.2018

	Previously incurred expenditure	Incurred expenditures this period	Total to date	Total Budget	Available balance
Eligible expenditure	€ 0	€ 0	€ 0	€ 28,235,294	€ 28,235,294



Part A – Incurred Expenditure and Interest Earned

- Section for:
 - Programme management
 - Each outcome
 - Interest earned
- Each section has a separate edit button, only one section at a time can be edited

The screenshot displays the GRACE system interface for the funding period 2014-2021, specifically for IFR#3 BG-HOMEAFFAIRS. The main task is 'Fill in the IFR', which is currently in progress. The task details include the workflow 'Interim Financial Reporting for Regular programmes (BG-HOMEAFFAIRS)', the assignee 'GrACE Programme Operator (Programme Operator)', and a task description stating that the programme operator should fill in the IFR details and then either sign it electronically or upload a signed paper copy. The main document is 'IFR#3 BG-HOMEAFFAIRS' dated 07.01.2019, and there are no supporting documents. The interface also shows a search bar for programmes and countries, and a sidebar with navigation icons. Below the task details, there is a document version section showing 'Version 0.6 (locked for editing)'. At the bottom, there is a table titled 'PART A - STATEMENT OF ACTUAL EXPENDITURE INCURRED AND INTEREST EARNED' with columns for 'Previously incurred expenditure', 'Incurred expenditures this period', 'Total to date', 'Total Budget', and 'Available balance'. The table data is as follows:

	Previously incurred expenditure	Incurred expenditures this period	Total to date	Total Budget	Available balance
Eligible expenditure	€ 0	€ 0	€ 0	€ 25,294,118	€ 25,294,118
Financial Mechanisms	€ 0	€ 0	€ 0	€ 21,500,000	€ 21,500,000
Norway Grants	€ 0	€ 0	€ 0	€ 21,500,000	€ 21,500,000
Co-financing	€ 0	€ 0	€ 0	€ 3,794,118	€ 3,794,118



Part A – Programme Management (1)

■ Programme management

Norway Grants

Table summarizing the programme's financial information to-date

	Previously incurred	Incurred this period	Total to date	Budget	Available balance
Eligible expenditure	€ 186,049	€ 0	€ 186,049	€ 1,220,588	€ 1,034,539
Grant rate (85.00 %)	€ 158,142	€ 0	€ 158,142	€ 1,037,500	€ 879,358
Norway Grants	€ 158,142	€ 0	€ 158,142	€ 1,037,500	€ 879,358
Co-financing (15.00 %)	€ 27,907	€ 0	€ 27,907	€ 183,088	€ 155,181

* Brief description of actual expenditure incurred

Text box dedicated to providing an explanation of the incurred expenditure and any adjustments

Period

July 2019 - December 2019

Place to fill in eligible expenditure per each month of the reporting period

Eligible expenditure

€

Adjustments

<input type="radio"/>	Period	Adjustments	Adjustment type	Description
				No entries found

Add



Part A – Programme Management (2)

Adjustments

<input type="radio"/>	Period	Adjustments	Adjustment type	Description
No entries found				

* Adjustment type

Select Add adjustments to the incurred expenditure →

- Return of unspent funds
- Irregularity not reported yet
- Recovery due to irregularity
- Other**

* Adjustment

€ Amount of the adjustment as a negative amount

Comment

Summary of all introduced adjustments

Total	€ 0
--------------	-----



Part A – Outcomes (1)

■ Improved capacity for law enforcement agencies in crime prevention and investigation (Norway Grants)

FM

Norway Grants

Table summarizing the programme's financial information to-date

	Previously incurred	Incurred this period	Total to date	Budget	Available balance
Eligible expenditure	€ 0	€ 0	€ 0	€ 12,411,506	€ 12,411,506
Grant rate (85.00 %)	€ 0	€ 0	€ 0	€ 10,549,780	€ 10,549,780
Co-financing (15.00 %)	€ 0	€ 0	€ 0	€ 1,861,726	€ 1,861,726

* Brief description of actual expenditure incurred for the outcome

Text box dedicated to providing an explanation of the incurred expenditure and any adjustments

Eligible expenditures period

July 2018 - December 2018

Eligible expenditures

<input type="radio"/>	Project	Month	Eligible expenditure	EUR/BGN	Eligible expenditure (€)
No entries found					

Add

Add incurred expenditure per project



Part A – Outcomes (2)

Eligible expenditures

<input type="radio"/>	Project	Month	Eligible expenditure	EUR	Eligible expenditure (€)
No entries found					

* Project

HOMEAFFAIRS-0001 Improving national asylum and migration system Select project to which the expenditure relates x ▾

* Month

January 2017 Select month in which the expenditure occurred x ▾

* Eligible expenditure

Enter amount of incurred expenditure (in local currency) 1,000

EUR/RON 4.537,500
Eligible expenditure (EUR) € 220

Amounts are converted to euro
automatically using the EC's exchange
rate



Part A – Outcomes (3)

Adjustments

<input type="radio"/>	Project	Month	Eligible expenditure	EUR/	Eligible expenditure (€)
No entries found					

Add

Total

Total	Total (EUR)
0	€ 0

Cancel

Save



Part A – Interest Earned

■ Interest Earned

Interest generated on accounts established by the Programme Operator for funds intended for regranting for 2018

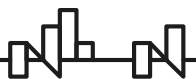
Norway Grants		Total
€ <input type="text" value="Enter amount of interests earned (if any)"/>	100	€ 100

Cumulative interest generated on accounts established by the Programme Operator for funds intended for regranting

Norway Grants	Total
€ 100	€ 100

Comments

Description|



Part B – Proposed Expenditure

- Section for:
 - Programme management
 - Each outcome
- Each section has a separate edit button, only one section at a time can be edited

The screenshot displays the GRACE system interface for the funding period 2014-2021, specifically for the task 'Fill in the IFR' under the programme 'IFR#3 BG-HOMEAFFAIRS'. The interface includes a navigation sidebar, a task details section with workflow, assignee, and task description, and a financial statement table for 'PART A - STATEMENT OF ACTUAL EXPENDITURE INCURRED AND INTEREST EARNED'.

Task Details:

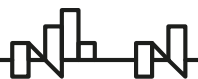
- Task:** Fill in the IFR
- Workflow:** Interim Financial Reporting for Regular programmes (BG-HOMEAFFAIRS)
- Assignee:** GRACE Programme Operator (Programme Operator)
- Task description:** The Programme operator should fill in the IFR details, and then either sign it electronically or upload signed paper copy of the document.
- Main document:** IFR#3 BG-HOMEAFFAIRS (dated 07.01.2019)
- Supporting documents:** None
- Actions:** Select, Write your comments here..., Submit

Document: Version 0.6 (locked for editing)

Navigation: Incurred (Part A) | Proposed (Part B) | Certification PO

Table: PART A - STATEMENT OF ACTUAL EXPENDITURE INCURRED AND INTEREST EARNED

	Previously incurred expenditure	Incurred expenditures this period	Total to date	Total Budget	Available balance
Eligible expenditure	€ 0	€ 0	€ 0	€ 25,294,118	€ 25,294,118
Financial Mechanisms	€ 0	€ 0	€ 0	€ 21,500,000	€ 21,500,000
Norway Grants	€ 0	€ 0	€ 0	€ 21,500,000	€ 21,500,000
Co-financing	€ 0	€ 0	€ 0	€ 3,794,118	€ 3,794,118



Part B – Programme Management

Programme management

FM

Norway Grants

		Total
Proposed for period 01 May 19 - 31 Oct 19		€ 1,000
Amount paid in previous payments	€ 0	
- Reported incurred 01 Jan 17 - 31 Dec 18	€ 13,157	
- Expected to be incurred 01 Jan 19 - 30 Apr 19	€ 2,000	
- Expected cash balance at the start of period for the proposed expenditure	€ -15,157	€ -15,157
= Amount to be paid		€ 16,157

To be filled in

Pre-filled

	Previous advance and interim payments	Interim payment this period	Total to date	Budget	Available balance
Eligible expenditure	€ 0	€ 16,157	€ 16,157	€ 588,235	€ 572,078
Grant rate (85.00 %)	€ 0	€ 13,734	€ 13,734	€ 500,000	€ 486,266
Co-financing (15.00 %)	€ 0	€ 2,424	€ 2,424	€ 88,235	€ 85,812

* For management costs it is not possible to request more € 529,412 of the total amount as 10.00 % is retained for the programme closure.

Brief description of activities to be financed

Description|

Textbox for the description of the activities to be financed

Table summarising payments to-date and other financial information



Part B – Outcomes

■ Increased institutional and operational capacity of the Romanian authorities in the field of asylum and migration management (Norway Grants)

FM

Norway Grants

		Total	
Proposed for period 01 May 19 - 31 Oct 19		€	2,000
Amount paid in previous payments		€ 0	
- Reported incurred 01 Jan 17 - 31 Dec 18		€ 0	
- Expected to be incurred 01 Jan 19 - 30 Apr 19	€	3,000	
- Expected cash balance at the start of period for the proposed expenditure		€ -3,000	€ -3,000
= Amount to be paid			€ 5,000

	Previous advance and interim payments	Interim payment this period	Total to date	Budget	Available balance
Eligible expenditure	€ 0	€ 5,000	€ 5,000	€ 5,882,353	€ 5,877,353
Grant rate (85.00 %)	€ 0	€ 4,250	€ 4,250	€ 5,000,000	€ 4,995,750
Co-financing (15.00 %)	€ 0	€ 750	€ 750	€ 882,353	€ 881,603

Brief description of activities to be financed

Description|



Certification PO

- Three sections:
 - Contact information for the programme
 - Questionnaire
 - Signatures

GRACE FUNDING PERIOD 2014-2021 IFR#3 BG-HOMEAFFAIRS

Search for programmes and countries Iceland Liechtenstein Norway grants

Task : Fill in the IFR In progress

Details Comments (0)

Workflow
Interim Financial Reporting for Regular programmes (BG-HOMEAFFAIRS)

Assignee
GrACE Programme Operator (Programme Operator)

Task description
The Programme operator should fill in the IFR details, and then either sign it electronically or upload signed paper copy of the document.

Main document
IFR#3 BG-HOMEAFFAIRS 07.01.2019

Supporting documents
None

Actions
Select
Write your comments here...
Submit

Document : Version 0.6 (locked for editing)

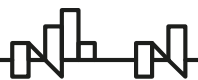
Incurred (Part A) Proposed (Part B) Certification PO

Total Proposed (Part B)

PART B - STATEMENT OF PROPOSED EXPENDITURE

Start date of proposed expenditure period: 01.05.2019
End date of proposed expenditure period: 31.10.2019

	Previous advance and interim payments	Interim payment this period	Total to date	Budget	Available balance
Eligible expenditure	€ 0	€ 0	€ 0	€ 25,294,118	€ 25,294,118
Financial Mechanisms	€ 0	€ 0	€ 0	€ 21,500,000	€ 21,500,000
Norway Grants	€ 0	€ 0	€ 0	€ 21,500,000	€ 21,500,000
Co-financing	€ 0	€ 0	€ 0	€ 3,794,118	€ 3,794,118



PO Certification – Contact Person

■ Programme Operator/Fund Operator/National Focal Point

Full legal name
Ministry of Internal Affairs

* Contact Person
GrACE Programme Operator

Job Title
Programme manager

Telephone
+32123123123

Email
grace@graceemail.email

Mobile

Programme Operator signature
I certify that I am duly authorised to sign this interim financial report and that the proposed expenditure described in Part B from which this interim payment is calculated is a realistic estimate of the expenditure that will actually be required by the Programme in the period referred to in Part B. I have thoroughly reviewed the actual expenditure incurred declared in Part A, and co - financing provided in Part B of this report, and confirm that the information provided is accurate. I confirm that this Programme is carried out as described in the Programme Agreement and that the incurred expenditure is correctly represented.

Cancel Save

Select a person signing the IFR from the drop-down list



PO Certification – Questionnaire

■ Questionnaire

* Overall implementation status

Description of status

Text box for the overall implementation status

Questions

1. Management and control systems of the Programme Operator set up fulfilling the general principles set out in the Regulation and approved by the National Focal Point (Art 5.7)

Answer

Select

Yes

No

N/A

Comment

Comment

Text boxes for comments to the questions

Yes

2. Accounts dedicated to the funds intended for regranting established and maintained (Art 5.6.1 (m))

Comment

Comment

3. Information and publicity obligations fulfilled (Art 3.3)

Answer

N/A

Comment

Comment

Drop-down list to select the answer



PO Certification – Signatures

To be filled in

■ Signatures

For the Programme Operator

Signed in

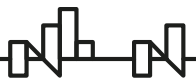
Signed by

Signed on

Role/organisation

+

Second signature can be added, if needed



Finalising the IFR

GRACE FUNDING PERIOD 2014-2021
Fill in the IFR

Search for programmes and countries

Iceland Liechtenstein Norway grants grants

Task: IFR *In progress*


Details Comments (0)

Workflow
Interim Financial Reporting for Regular programmes (HOMEAFFAIRS)

Assignee
GrACE PO (Programme Operator)

Task description
The Programme operator should fill in the IFR details, and then either sign it electronically or upload signed paper copy of the document.

Main document
IFR#2 HOMEAFFAIRS 21.01.2019

Supporting documents 

Actions
Select
Write your comments here...
Submit

Document: IFR#2 HOMEAFFAIRS

Preview Structured Data

Word Online GrACE PO

Find Help Accessibility Mod

Interim financial report Norway Financial Mechanisms 2014– 2021
Interim financial report number 2
Programme summary

Option to upload supporting documents

See the preview of the IFR



Submitting the IFR to the CA (1)

GRACE FUNDING PERIOD 2014-2021
Fill in the IFR

Search for programmes and countries

Iceland Liechtenstein Norway grants

Task: IFR *In progress*

Details Comments (0)

Workflow
Interim Financial Reporting for Regular programmes (I HOMEAFFAIRS)

Assignee
GrACE PO (Programme Operator)

Task description
The Programme operator should fill in the IFR details, and then either sign it electronically or upload signed paper copy of the document.

Main document
IFR#2 HOMEAFFAIRS 21.01.2019

Supporting documents
None

Actions
Select
Upload signed paper copy
Sign electronically
Proceed without signature

Submit

Document: IFR#2 HOMEAFFAIRS

Preview Structured Data

Word Online

GrACE PO

Find Help Accessibility Mod

Interim financial report Norway Financial Mechanisms 2014– 2021
Interim financial report number 2
Programme summary

When finished, select 'Upload signed paper copy' and 'Submit'

Download the finalised version



Submitting the IFR to the CA (2)

The screenshot displays the GRACE system interface. At the top left, the logo 'GRACE' is visible. The main header area includes 'FUNDING PERIOD 2014-2021' and a search bar with the text 'Search for programmes and countries'. A navigation menu on the left contains icons for user profile, grid, calendar, and help. The main content area is titled 'Task : IFR' and has a status of 'In progress'. It features two tabs: 'Details' (selected) and 'Comments (0)'. Below the tabs is a section for 'Upload signed copy' with a red text annotation 'Upload the signed copy' and a red arrow pointing to a button labeled 'Upload one file' with the subtext 'Or drag and drop a file here'. A 'Cancel' button is located at the bottom right of this section. Below the upload area, there is a 'Document : IFR#2 HOMEAFFAIRS' section with 'Preview' and 'Structured Data' tabs. A 'Word Online' document viewer is embedded, showing the title 'Interim financial report Norway Financial Mechanisms 2014– 2021'. The bottom right corner of the document viewer includes 'Find', 'Help', and 'Accessibility Mode' options.



Submitting the IFR to the CA (3)

GRACE FUNDING PERIOD 2014-2021

Search for programmes and countries

Ioeland Liechtenstein Norway grants

Task : IFR In progress

Details Comments (0)

No Signatures Found

Linked	Party	Signed by	Signed on	Signed in	Role/organisation
<input checked="" type="checkbox"/>	For the Programme Operator	GrACE PO	22.01.2019	Narnia	Programme Manager / Ministry of Interior
<input type="checkbox"/>	For the Certifying Authority				

New

Cancel Link Signatures

Document : IFR#2 HOMEAFFAIRS

Preview Structured Data

Word Online

GRACE PO

Find Help Accessibility Mode

Interim financial report Norway Financial Mechanisms 2014– 2021

Interim financial report number 2

Link the signature entered previously to the signed copy

Final step: when linked the IFR is submitted to the CA



Certify the IFR

Certifying Authority (CA)



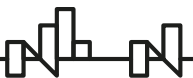
Accessing the IFR Task

- The task will appear under My tasks on My dashboard

The screenshot displays the GRACE dashboard interface. At the top left, the logo 'GRACE' is visible next to a hamburger menu icon. The text 'FUNDING PERIOD 2014-2021' is shown in the top navigation bar. A search bar on the right contains the text 'Search for programmes and countries' and a magnifying glass icon. In the top right corner, there are logos for 'Iceland', 'Liechtenstein', and 'Norway' with the text 'grants' below them.

The main content area is divided into several sections. On the left, a vertical blue sidebar contains icons for a user profile, a grid, a calendar, a bar chart, a calendar, and a help icon. The 'My tasks' section is expanded, showing a table with the following columns: 'Task Name', 'Planned end date', and 'Document'. A search box and 'View Options' with a download icon are located above the table. The table contains one entry with 'IFR' in the 'Task Name' column, which is highlighted with a red rectangular box. The 'Document' column for this entry shows 'IFR#' and 'I-HOMEAFFAIRS'. Below the table, it says 'Showing 1 to 1 of 1 entries'. Other sections on the dashboard include 'My team(s) tasks', 'My programmes', 'Documents locked for editing by me', 'My workflows', and 'My beneficiary states', each with a plus sign to expand.

Task Name	Planned end date	Document
IFR		IFR# I-HOMEAFFAIRS



IFR Task – Certify the IFR

GRACE FUNDING PERIOD 2014-2021
Certify the IFR

Search for programmes and countries

Iceland Liechtenstein Norway grants

Task: IFR *In progress*

Details Comments (0)

Workflow
Interim Financial Reporting for Regular programmes (HOMEAFFAIRS)

Assignee
GrACE CA (Certifying Authority)

Task description
The Certifying authority should review the IFR details, and then either return it back to the Programme operator for changes or sign it electronically or upload signed paper copy of the document.

Main document
IFR#2 -HOMEAFFAIRS 21.01.2019

Supporting documents
None

Actions
Select
Write your comments here...
Submit

Document: IFR#2 HOMEAFFAIRS

Preview **Structured Data**

Incurred (Part A)	Proposed (Part B)	Certification PO	Certification CA
Total Incurred (Part A)			

Part A - Statement of actual expenditure incurred and interest earned and interest earned

Interim financial report number	Start date of incurred expenditure period	End date of incurred expenditure period
2	01.01.2017	31.12.2018

Name of the workflow

To whom the task is assigned to

Description of the task

The CA can edit part A and B

CA's part of the IFR



Certification CA – Certification of actual exp...

■ Certification of actual expenditure incurred and co-financing

Interim Financial Report Number

2

Start date of incurred expenditure period

01.01.2017

End month of incurred expenditure period

31.12.2018

Actual expenditure incurred this period

€ 13,378

Start date of proposed expenditure period

01.05.2019

End month of proposed expenditure period

31.10.2019

Co-financing committed to date

€ 3,207

Co-financing for incurred expenditure paid

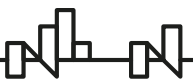
€ 2,007

Interest earned 2019

€ 100

The Certifying Authority hereby certifies that:

- (i) the summary of eligible expenditure submitted by the Programme Operator is in full conformity with the supporting documents;
- (ii) the supporting documents have been examined and found to be authentic, correct and accurate;
- (iii) the summary of eligible expenditure is based on verifiable accounting which is in compliance with generally accepted accounting principles and methods;
- (iv) the summary of eligible expenditure falls within eligible expenditure under the Regulation for the implementation of the EEA / Norwegian Financial Mechanisms 2014-2021;
- (v) the summary of expenditure is incurred as part of the implementation of the Programme in accordance with the Programme Agreement;



Certification CA – Signature

To be filled in

■ Signatures

For the Certifying Authority

Signed in

Signed on

Signed by

Role/organisation

+

Second signature can be added, if needed



Finalising the Certification of the IFR

GRACE FUNDING PERIOD 2014-2021 > Certify the IFR Search for programmes and countries Iceland Liechtenstein Norway grants grants

Task : Certify the IFR In progress


Details Comments (0)

Workflow
Interim Financial Reporting for Regular programmes (HOMEAFFAIRS)

Assignee
GrACE CA (Certifying Authority)

Task description
The Certifying authority should review the IFR details, and then either return it back to the Programme operator for changes or sign it electronically or upload signed paper copy of the document.

Main document
IFR#2 - HOMEAFFAIRS 21.01.2019

Supporting documents 

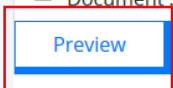
Actions
Select
Write your comments here...
Submit

Document : IFR#2 - HOMEAFFAIRS

Preview Structured Data

Incurred (Part A)	Proposed (Part B)	Certification PO	Certification CA
■ Certification of actual expenditure incurred and co-financing			
Interim Financial Report Number 2			

Option to upload supporting documents



See the preview of the IFR



Submitting the IFR to the FMO (1)

GRACE FUNDING PERIOD 2014-2021 Search for programmes and countries Iceland Liechtenstein Norway grants

> Certify the IFR

Task : IFR In progress

Details Comments (0)

Workflow
Interim Financial Reporting for Regular programmes (HOMEAFFAIRS)

Assignee
GrACE CA (Certifying Authority)

Task description
The Certifying authority should review the IFR details, and then either return it back to the Programme operator for changes or sign it electronically or upload signed paper copy of the document.

Main document
IFR#2 - HOMEAFFAIRS 21.01.2019

Supporting documents
None

Actions

- Select
- Return to Programme operator
- Sign electronically
- Upload signed paper copy**

Submit

When finished, select 'Upload signed paper copy' and 'Submit' or return to PO for corrections

Document : IFR#2 -HOMEAFFAIRS Download the finalised version

Preview Structured Data

Incurred (Part A)	Proposed (Part B)	Certification PO	Certification CA
■ Certification of actual expenditure incurred and co-financing			
Interim Financial Report Number			
2			



Submitting the IFR to the FMO (2)

The screenshot displays the GRACE system interface for submitting an Interim Financial Report (IFR) to the FMO. The top navigation bar includes the GRACE logo, the funding period 'FUNDING PERIOD 2014-2021', and a search bar for programmes and countries. The main content area is titled 'Task : IFR' and is in an 'In progress' state. It features a 'Details' tab and a 'Comments (0)' tab. The primary instruction is 'Upload signed copy', with a red arrow pointing to a red text label 'Upload the signed copy'. A red-bordered box highlights the 'Upload one file' button, which includes the text 'Or drag and drop a file here'. A 'Cancel' button is located at the bottom right of the upload area. Below the upload section, the document is identified as 'Document : IFR#2 HOMEAFFAIRS' and is being viewed in 'Word Online' mode. The document title is 'Interim financial report Norway Financial Mechanisms 2014– 2021'. The interface also shows a 'Structured Data' tab and various utility icons like 'Find', 'Help', and 'Accessibility Mode'.

GRACE

FUNDING PERIOD 2014-2021

Search for programmes and countries

Iceland
Liechtenstein
Norway grants

Norway grants

Task : IFR *In progress*

Details Comments (0)

Upload signed copy

Upload the signed copy

Upload one file
Or drag and drop a file here

Cancel

Document : IFR#2 HOMEAFFAIRS

Preview Structured Data

Word Online GrACE CA

Find Help Accessibility Mode

Interim financial report Norway Financial Mechanisms 2014– 2021



Submitting the IFR to the FMO (3)

GRACE FUNDING PERIOD 2014-2021 Certify the IFR

Search for programmes and countries

Ioeland Liechtenstein Norway grants

Task: IFR In progress

Details Comments (0)

No Signatures Found

Linked	Party	Signed by	Signed on	Signed in	Role/organisation
<input type="checkbox"/>	For the Programme Operator	GrACE PO	-	Narnia	Programme Manager / Ministry of Interior
<input checked="" type="checkbox"/>	For the Certifying Authority	GrACE CA	22.01.2019	Narnia	Financial Officer / Ministry of Finance

New

Cancel Link Signatures

Document: IFR#2 HOMEAFFAIRS

Preview Structured Data

Word Online GrACE CA

Find Help Accessibility Mode

Interim financial report Norway Financial Mechanisms 2014– 2021
Interim financial report number 2

Link the signature entered previously to the signed copy

Final step: when linked the IFR is submitted to the FMO



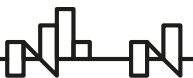
Review and Approve the IFR

FMO



Reviewing and Approving the IFR

- The IFR is submitted to the FMO and reviewed by the Programme Manager and the Financial Officer
- Following the review:
 - Returned to the CA or PO
 - Proposed expenditure modified by the FMO
 - Approved and paid
- Once paid the CA and PO receive an email notification (to be implemented)





Q&A

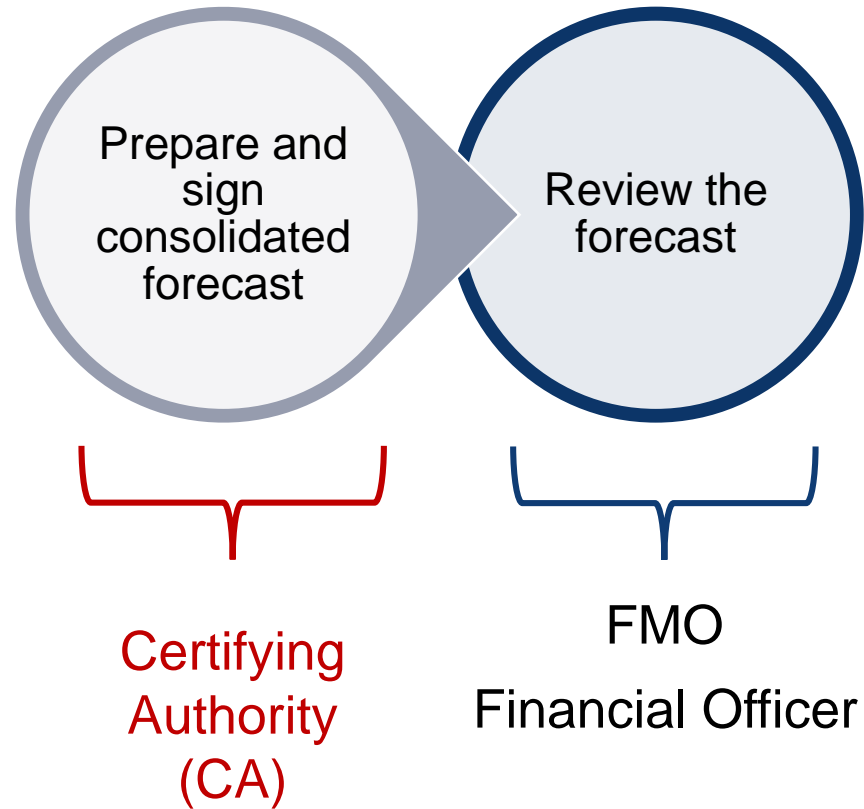


Preparing and Submitting the Forecast in GrACE

EEA and Norway Grants 2014-2021



Steps in the Forecast Process



Accessing the Forecast Task

- The task will appear under My tasks on My dashboard

The screenshot shows the GRACE dashboard interface. At the top left, the logo 'GRACE' is displayed next to a hamburger menu icon. To its right, the text 'FUNDING PERIOD 2014-2021' is visible. On the far right of the top bar, there is a search box labeled 'Search for programmes and countries' and a search icon. Further right, there are small icons and labels for 'Iceland', 'Liechtenstein', and 'Norway grants'.

The main content area is divided into two columns. The left column contains several expandable sections: 'My tasks', 'My workflows', and 'My beneficiary states'. The 'My tasks' section is expanded, showing a table with the following data:

<input type="radio"/>	Task Name	Planned end date	Document
<input type="radio"/>	Prepare and sign consolidated forecast		Forecast 2019 20 February

The text 'Showing 1 to 1 of 1 entries' is displayed below the table. The right column contains 'My team(s) tasks', 'My programmes', and 'Documents locked for editing by me'. The 'My team(s) tasks' section is expanded but shows 'No entries found' with the text 'Showing 0 to 0 of 0 entries' below it.

A vertical blue sidebar on the left side of the dashboard contains several icons: a person icon, a grid icon, a calendar icon, a building icon, a bar chart icon, a calendar icon, a gear icon, and a question mark icon.



Forecast Task – Certifying Authority (CA)

GRACE FUNDING PERIOD 2014-2021
Forecast 2019 20 November

Search for programmes and countries

Ioeland Liechtenstein Norway grants

Task : Prepare and sign consolidated forecast In progress

Details Comments (0)

Workflow
Forecast for beneficiary state workflow

Main document
Forecast 2019 20 November 09.01.2019

Assignee
GrACE The CA (Certifying Authority)

Supporting documents
None

Task description
The current task allows the Certifying Authorities to prepare a forecast for a regular programme, sign it and send it to the FMO for review.

Actions
Select
Write your comments here...
Submit

Document : Forecast 2019 20 November

Preview Structured Data

Forecast data Signatures

General Data Edit

Programmes	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
RO-RESEARCH	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
EEA Grants	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
Norway Grants	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-LOCALDEV	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
EEA Grants	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
Norway Grants	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0

Name of the workflow

To whom the task is assigned to

Description of the task

Edit the forecast



Filling in the Forecast

Document : Forecast 2019 20 February

Preview Structured Data

Forecast data Signatures

General Data

Programmes	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
-TA	€ 0	€ 0	€ 0	€ 200	€ 200	€ 200	€ 200	€ 200	€ 250	€ 200	€ 1,450
EEA Grants	€ 0	€ 0	€ 0	€ 100	€ 100	€ 100	€ 100	€ 100	€ 100	€ 100	€ 700
Norway Grants	€ 0	€ 0	€ 0	€ 100	€ 100	€ 100	€ 100	€ 100	€ 150	€ 100	€ 750
-BF	€ 0	€ 0	€ 0	€ 200	€ 200	€ 200	€ 200	€ 200	€ 200	€ 200	€ 1,400
EEA Grants	€ 0	€ 0	€ 0	€ 100	€ 100	€ 100	€ 100	€ 100	€ 100	€ 100	€ 700
Norway Grants	€ 0	€ 0	€ 0	€ 100	€ 100	€ 100	€ 100	€ 100	€ 100	€ 100	€ 700
-RESEARCH	€ 0	€ 0	€ 0	€ 100	€ 100	€ 100	€ 100	€ 0	€ 0	€ 0	€ 400
EEA Grants	€ 0	€ 0	€ 0	€ 100	€ 100	€ 100	€ 100	€ 0	€ 0	€ 0	€ 400
Norway Grants	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
Total EEA Grants	€ 0	€ 0	€ 0	€ 300	€ 300	€ 300	€ 300	€ 200	€ 200	€ 200	€ 1,800
Total Norway Grants	€ 0	€ 0	€ 0	€ 200	€ 200	€ 200	€ 200	€ 200	€ 250	€ 200	€ 1,450
Total	€ 0	€ 0	€ 0	€ 500	€ 500	€ 500	€ 500	€ 400	€ 450	€ 400	€ 3,250

* Justification (explanation of the analysis leading to the forecast)

Description

Number fields to be filled per programme and per year

Text box for the justification



Signing in the Forecast

Document : Forecast 2019 20 November

Preview Structured Data

Forecast data Signatures

■ Signatures

For the Certifying Authority

Signed in

Signed by

Signed on

Role/organisation

+ Cancel Save

To be filled in

Second signature can be added, if needed



Preview of the Forecast

Document : Forecast 2019 20 November

Preview Structured Data

Word Online GrACE The CA

Forecast 2019 20 November Find Help Accessibility Mode

Preview the forecast

Regulations on the implementation of the EEA and Norwegian Financial Mechanisms 2014-2021
Annex 8 - Template for a Forecast of likely payment applications

Annex 8

Likely payment applications by programme and per budgetary year (in euro)*

Beneficiary State: Romania

Programmes	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
RO-RESEARCH	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-LOCALDEV	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-JUSTICE	€ 0	€ 0	€ 7,941,177	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 7,941,177
RO-HOMEAFFAIRS	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-EDUCATION	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-HEALTH	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-ENVIRONMENT	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-CULTURE	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-BF	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
RO-TA	€ 0	€ 0	€ 250,000	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 250,000
Total	€ 0	€ 0	€ 8,191,177	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 8,191,177



Finalising and Submitting the Forecast (1)

GRACE FUNDING PERIOD 2014-2021

Forecast 2019 20 November

Search for programmes and countries

Iceland
Liechtenstein
Norway grants

Task : Prepare and sign consolidated forecast *In progress*

Details Comments (0)

Workflow
Forecast for beneficiary state workflow

Assignee
GrACE The CA (Certifying Authority)

Task description
The current task allows the Certifying Authorities to prepare a forecast for a regular programme, sign it and send it to the FMO for review.

Main document
Forecast 2019 20 November 09.01.2019

Supporting documents
None

Actions
Select
Upload signed paper copy
Sign electronically
Proceed without signature

Submit

When finished, select 'Upload signed paper copy'

Download finalized document

Document : Forecast 2019 20 November

Preview Structured Data

Word Online GrACE The CA

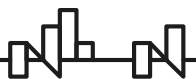
Forecast 2019 20 November Find Help Accessibility Mode

Regulations on the implementation of the EEA and Norwegian Financial Mechanisms 2014-2021
Annex 8 - Template for a Forecast of likely payment applications



Finalising and Submitting the Forecast (2)

The screenshot displays the GRACE system interface. At the top left, the logo 'GRACE' is visible next to a menu icon. The main header area shows 'FUNDING PERIOD 2014-2021' and a breadcrumb path 'Forecast 2019 20 November'. A search bar on the right contains the text 'Search for programmes and countries'. In the top right corner, there are logos for 'Iceland', 'Liechtenstein', and 'Norway grants'. The central part of the interface is titled 'Task : Prepare and sign consolidated forecast' and is marked as 'In progress'. Below this, there are tabs for 'Details' and 'Comments (0)'. The main content area is labeled 'Upload signed copy' and features a large red text prompt 'Upload the signed copy' with an arrow pointing to a blue button labeled 'Upload one file'. Below the button, it says 'Or drag and drop a file here'. A 'Cancel' button is located at the bottom right of this section. Below the main content area, there is a 'Document : Forecast 2019 20 November' section with tabs for 'Preview' and 'Structured Data'. At the bottom, a 'Word Online' document viewer is open, showing the title 'Forecast 2019 20 November' and the content 'Regulations on the implementation of the EEA and Norwegian Financial Mechanisms 2014-2021 Annex 8 - Template for a Forecast of likely payment applications'. The bottom right corner of the document viewer includes 'Find', 'Help', and 'Accessibility Mode' options.



Submitting the Forecast to the FMO (3)

GRACE FUNDING PERIOD 2014-2021

Forecast 2019 20 November

Search for programmes and countries

Iceland Liechtenstein Norway grants grants

Task : Prepare and sign consolidated forecast In progress

Details Comments (0)

No Signatures Found

<input checked="" type="checkbox"/>	For the Certifying Authority	GrACE CA	22.01.2019	Narnia	Financial Officer / Ministry of Finance
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New

Cancel Link Signatures

Document : Forecast 2019 20 November

Preview Structured Data

Word Online Mioara Diaconescu

Forecast 2019 20 November Find Help Accessibility Mode

Regulations on the implementation of the EEA and Norwegian Financial Mechanisms 2014-2021
Annex 8 - Template for a Forecast of likely payment applications

Link the signature entered previously to the signed copy

Final step: when linked the IFR is submitted





Q&A



Other useful documents

- **Financial management and reporting:** Guidance on how to carry out financial management and reporting under the EEA and Norwegian Financial Mechanisms for 2014-2021: [Financial Guidance – 2014-2021 \(PDF\)](#)
- **Selection Procedures:** Best practice on project selection procedures ([Download \(PDF\)](#))
- **Procurement:** EC Guidance [EC public-procurement-guidance-for-practitioners-2018 on avoiding the most common errors in projects funded by the European Structural and Investment Funds.](#)
- **GrACE - User manual for Interim Financial Report (July 2019 - V.2)**



Thank you!

