



HOW TO COMPLETE A PROJECT SUCCESSFULLY

You must have the remaining 30 % available from your own / partner resources. This sum will be reimbursed after the project is successfully implemented in the second installment.

Any changes to the Agreement or project must be requested before termination of the Agreement.

The changes concern: the use of saved funds (lower price of goods than originally estimated, VAT deduction, etc.).

The Financial report can be prepared only after all issued invoices / all claims have been paid.

AFTER SIGNING THE AGREEMENT

In approximately two weeks, the first installment (70%) will be paid (in cash) to the beneficiary.

The implementation of the project starts immediately.

IMPLEMENTATION

All contracts, invoices, orders for payment and payroll checks must be concluded **strictly within the time frame designated** for project implementation, as defined in the Agreement.

If project is not to be concluded in time, you are obliged to inform the Slovak Embassy **and request a change in a written form.**

REPORTING

The Financial report includes:

- a detailed description of every item from the approved budget lines accompanied by the respective invoices and original receipts,
- a statement from the bank or exchange office indicating the exchange rate, which the beneficiary used for changing the grant money to the local currency.

SUBMISSION

The Completion and Financial report are submitted to the Slovak Embassy **within 20 working days after the completion of the project.**

If the final amount of money exceeds the amount originally requested, these funds will be considered as co-financing.

Both the Completion and Financial report ought to be prepared **only after the completion of the project and payment of 100 % of expenses.**

The Completion report shall be written in a clear way so that the achieved results are apparent even to a non-interested person.

Should any problem arise in the implementation process, **it must be declared in the report as well.**