

# Session 4

## A smooth project closure

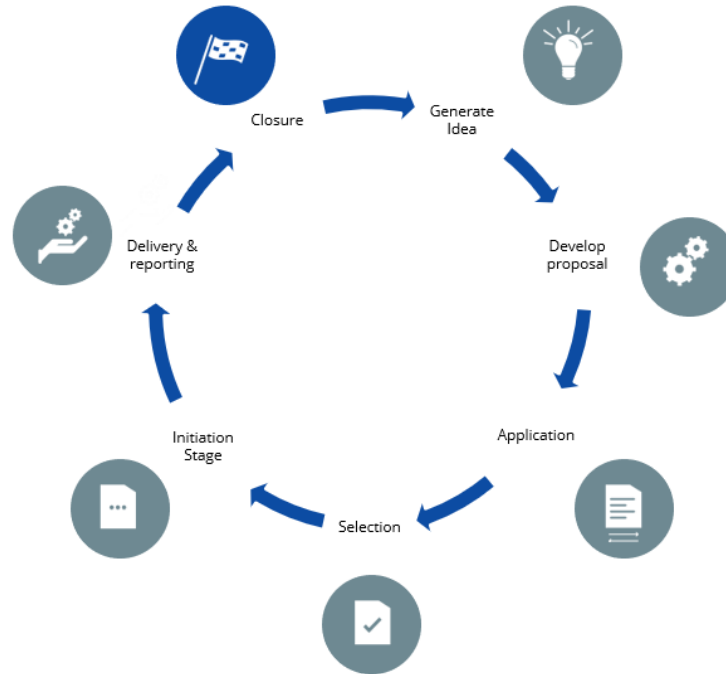
# Quick poll...

- When is your project end date?

# Agenda

- The closure phase, part of preventative monitoring
- Key closure items
- Rules to keep in mind
- What happens after project closure?

# The closure phase



# The closure phase

Specific JS monitoring vs. key closure items

↪ 12 months before end date

# Key closure items

- OTS (On-The-Spot) checks
- Closure report
- Final project and partner claims
- Update on net revenue generation

# Key closure items: On-the-spot checks

- **What?**
  - Additional and complementary to the standard administrative FLC check
- **How?**
  - *Administrative* OTS checks (1/PP even for PP that withdrew before the end)
  - *Physical* OTS checks (only for PPs with BL6)
- **Why anticipate?**
  - Avoid recovery procedure in case of corrections
  - Allow claiming of costs associated to FLC OTS check
  - Mandatory document for payment of final claim

# Key closure items: On-the-spot checks

- When?
  - Two cumulative conditions:
    - 2 Financial claims (at least) reimbursed by the Programme to the controlled beneficiary
    - 2/3 of the project life has been implemented
- Discuss with your FLC – all information is available in the FLC guide (available here)!
- Ask your JS officers for an 'OTS update'



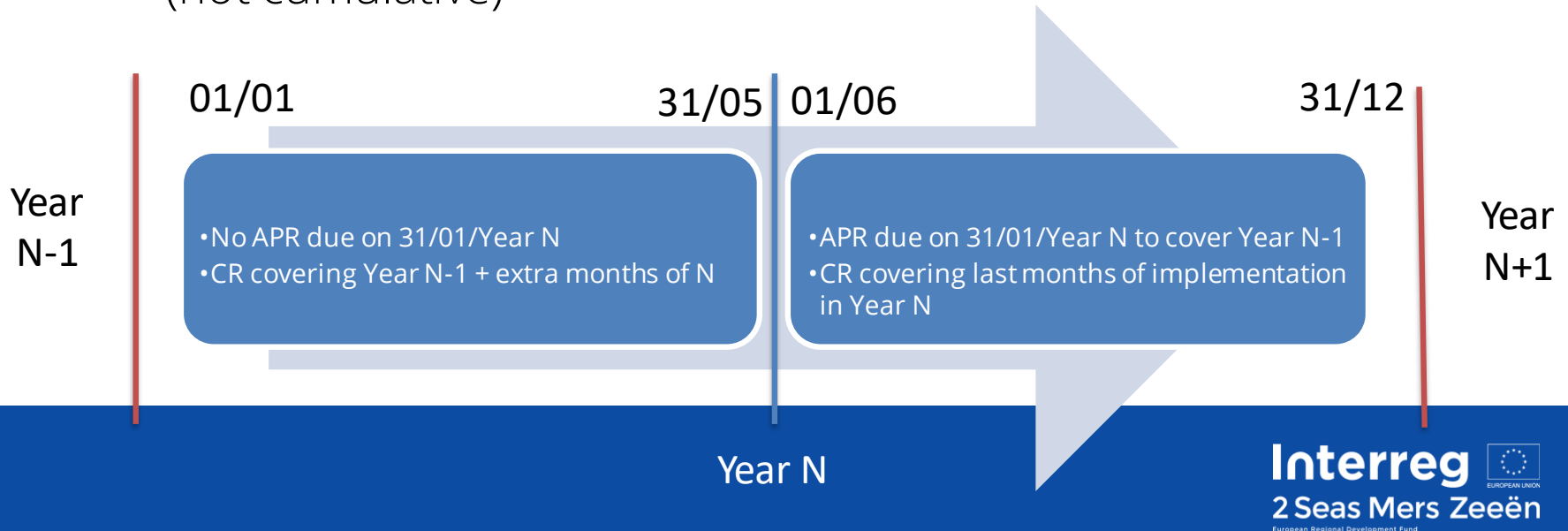
# Key closure items: Closure report

- Generalities:
  - Last Annual Progress Report (APR) = Closure Report (CR)
  - CR opened by the JS in agreement with LP
  - Submission max. +6 months after project end date
  - CR validation needed for payment of last project claim

**Tip:** Start working on your closure report in advance and discuss the most appropriate timing with the JS!

# Key closure items: Closure report

- What?
  - Standard APR : reporting on the last months of implementation (not cumulative)



# Key closure items: Closure report

- Closure tab with **additional questions:**

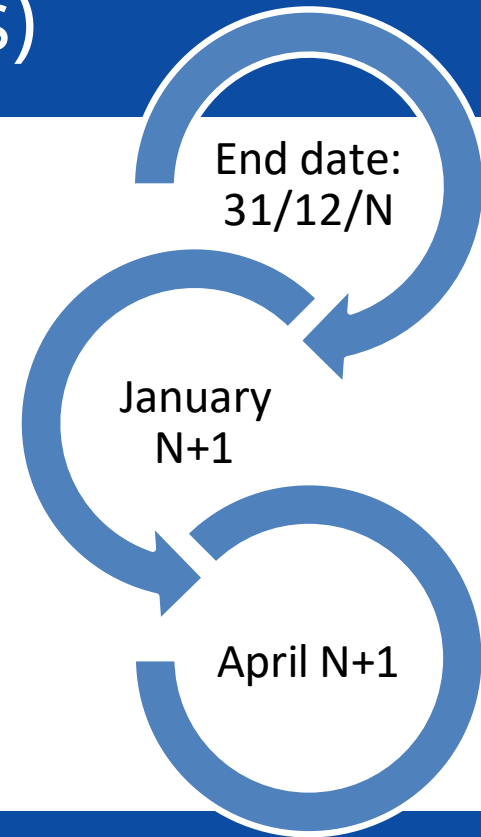



- ✓ Cross-border added-value
- ✓ Horizontal principles
- ✓ Durability and transferability
- ✓ Future outlook
- ✓ Feedback to the Programme

**Tip:** fill-in the closure tab by comparing what was foreseen in the AF and the reality of the implementation!

# Key closure items: Last claim(s)

- Last project consolidated claim submitted **up to 6 months** after project end date
- Usually = 2 claiming windows after end date
- Closure phase: dates of last partner claims to be communicated to the JS



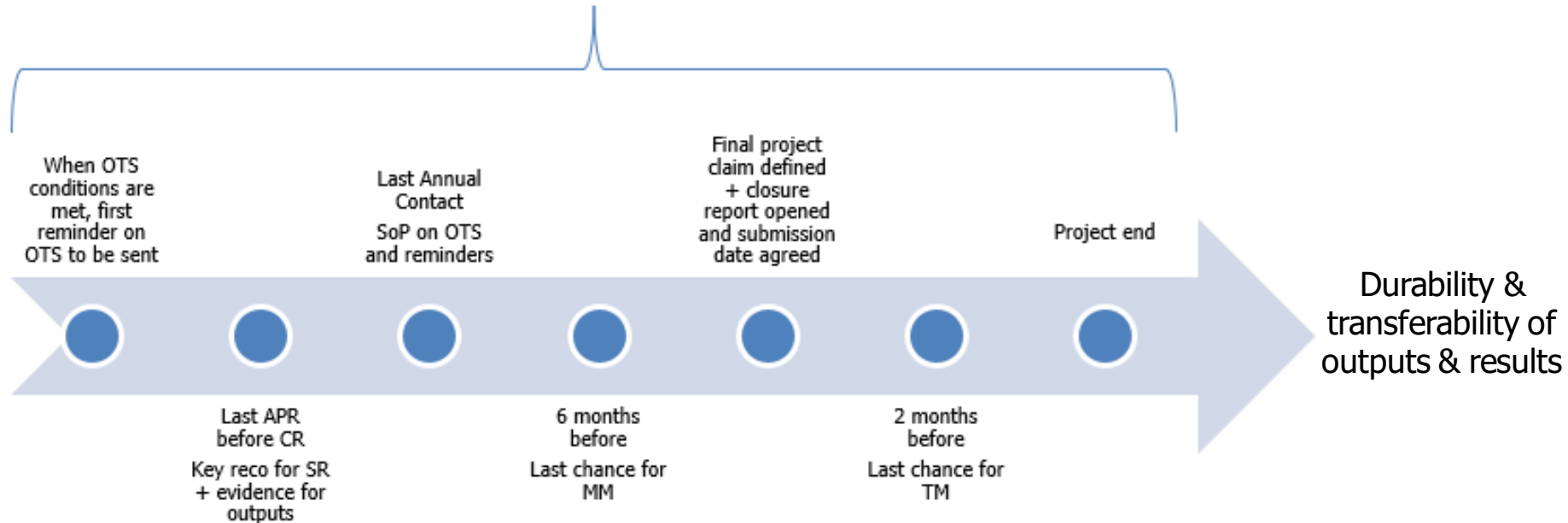
 Costs are eligible only if incurred AND paid by the project end date

# Key closure items: net revenue generation

- Each PP to consider its possible revenue-generation based on AF information vs. reality within 3y after project completion
- If relevant, 'Net Revenue Action Plan' *per concerned partner* to be submitted to the JS
- Any positive net revenue identified will need to be declared in the last claim or recovered

# Key items in the closure phase

12 months before project end



# Closure rules to keep in mind

- Last possible modifications
  - Request for major modification to be submitted **6 months** before project end date
  - Request for technical modification to be submitted **2 months** before project end date

# Closure rules to keep in mind

- Payment of the last project claim **only if**:
  - CR validated
  - All OTS checklists validated
  - Net-revenue action plan(s) treated (if applicable)
  - No pending audit & findings (if applicable)
- Cost eligibility period
  - Costs are eligible if incurred and paid within project start and end date
- Investments payback
  - Cessation, change of ownership, substantial change within 5y after project completion



# What happens after project closure?

- **Secure the audit trail**
- **All supporting documents** available for **4 years after the last ERDF payment**
- **!/ State aid: 10 years** starting from the granting date
- Deduction of any **net revenues** generated 3y after project completion
- Appoint **one person** for any necessary follow-up
- Implement the action plan for **durability** of outputs and results

# Where to find help?

- [Factsheet 7](#)
- JS Officers

# TRUE OR FALSE?

- My project ended on 31/12/2020. As a Lead Partner, I worked on the closure report until May 2021. All my staff costs are eligible and can be declared in the final claim.

# TRUE OR FALSE?

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→ FALSE

# The end date of our project is 30/06/2022. This means:

- A. I will have to submit an APR in January 2022 covering year 2021. I will submit a closure report and it will cover the last 6 months of implementation.
- B. I will not have to submit an APR in January 2022. I will submit a closure report and it will cover the last 18 months of implementation.
- C. I will have to submit an APR in January 2022 covering year 2021 and a closure report covering in details project implementation from the start of the project.

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Which of the following statements is/are correct ?  
The final project financial claim will be paid once:

- A. The LP has submitted the closure report.
- B. All partners have submitted their on-the-spot check (OTS checks).
- C. Any generation of revenues has been communicated to the JS and deducted from ERDF received.
- D. All audits conclusions have been issued and any related corrections have been made.

Which of the following statements is/are correct ?  
The final project financial claim will be paid once:

- A. The LP has submitted the closure report
- B. All partners have submitted their on-the-spot check (OTS checks)
- C. Any generation of revenues has been communicated to the JS and deducted from ERDF received.
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→ FALSE

Our project ends on 31/12/2021 and today is 01/09/2021. I would like to ask for an extension of my project and for budget shifts beyond the flexibility rule:

- A. I can ask for a modification that will combine both changes
- B. Modifications can no longer be requested 6 months before the project end date, I missed my last chance by not asking before the end of June.
- C. It is too late to ask for an extension but I can still ask for budget shifts beyond the flexibility rule.

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Our project ends on February 28<sup>th</sup> 2021 and an effective vaccine against Covid-19 has been commercialised. When is our last deadline to submit a consolidated claim?

A. August 31<sup>st</sup>

B. July 31<sup>st</sup>

C. April 30<sup>th</sup>

Our project ends on February 28<sup>th</sup> 2021 and an effective vaccine against Covid-19 has been commercialised. When is our last deadline to submit a consolidated claim?

A. August 31<sup>st</sup>

B. July 31<sup>st</sup>

C. April 30<sup>th</sup>

# Any questions?

# Wrap up & closure



# Thanks for your attention!

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