

## External Contribution Report

### Project Identification

Name of the project:	
eMS number:	
Name of the partner:	

Please select the applicable option.

- This organisation has not received any external contribution during the entire project duration, as supported in the main ledger.
- This organisation has received external contribution as specified below and as supported by main ledger.

Reporting periods	Currency	Exchange rate corresponding partner report	Contributor(s)	Public contribution in original currency	Private contribution in original currency	Total in original currency	Total in EUR
Period 1							
Period 2							
Period 3							
Period 4							
Period 5							
Period 6							
<b>Total</b>							

The First Level Controller hereby certifies that the external contribution is correctly stated and equivalent to the main ledger.

First Level Controller signature. \_\_\_\_\_

Date. \_\_\_\_\_

## INSTRUCTIONS EXTERNAL CONTRIBUTION REPORT

This document is filled in by each project partner, specifying all the external contribution (except for NPA contribution) received to cover their project costs. It is mandatory that each project partner provides an External contribution report.

If option 1 is selected: **This organisation has not received any external contribution during the entire project duration as supported by main ledger.** Then it will not be necessary to complete the table.

If option 2 is selected: **This organisation has received external contribution as specified below and as supported by main ledger.** Then it will be necessary to complete the table beneath this option.

### Steps for Project Partners and FLCs

1. The **Partner** fills in the 6 reporting periods from eMS
2. The **Partner** fills in the currency exchange rate used for each period (when originally submitted to the FLC).
3. The **Partner** fills in the contributor(s) of the public/private contributions from the main ledger or bank data.
4. The **Partner** should aggregate the total amount of external contribution received as public or private match funding, and fill this in in the correct reporting period (according to the ledger).
5. A formula adds up the total match funding per period, public and private, in original currency.
6. A formula converts the total match funding per period into EUR.
7. A formula adds up the total amount of match funding received in EUR for the entire project duration.
8. The **Partner** uploads the file on eMS in the Partner report under the tab “Attachments”, together with a print out from the main ledger. In option 2, proof of payment should also be uploaded.
9. The **FLC** will download the attachment and documentation, verify the declared amount and sign the declaration. If the FLC finds out that the report is not correct according to the main ledger, the FLC should make the necessary amendments before signing the report. The report should not be reverted back to the partner to get an updated version.
10. The **FLC** will upload the signed and scanned document in the eMS under the tab “Attachments” in the FLC module.

### Example

Reporting periods	Currency	Exchange rate corresponding partner report	Contributor(s)	Public contribution in original currency	Private contribution in original currency	Total in original currency	Total in EUR
Period 1 01.05.2015 - 31.10.2015	GBP	0,76125	Example County Council	10.000		10.000	13.136,29
Period ...	...	...	...	...	...	...	...
Period 6 01.11.2017 - 30.04.2018	GBP	0,8793	Example County Council; Example private Ltd	5.000	5.000	10.000	11.372,68
<b>Total</b>				<b>55.000</b>	<b>5.000</b>	<b>60.000</b>	<b>68.236,09</b>