

Project number:														INDIVIDUAL FINANCIAL STATEMENT for the PARTICIPANT (insert the participant's name) :		for REPORTING PERIOD NUMBER ⁷ (e.g. 1, 2, 3, ...):				Revenues
Project acronym:																				
Call:	Eligible ¹ costs (per budget category)													EU contribution ²						
Funding rate (%)	Direct costs													Indirect costs	Total costs	EU contribution to eligible costs			Total requested EU contribution	Income generated by the action
Insert the above requested information as it is displayed in the Data Sheet's sections "1. General data" and "3. Grant" of the Grant Agreement To be filled in by each participant and sent to the Coordinator indicated in the preamble of the Grant Agreement. The Coordinator has to fill in an individual financial statement also. Please, fill in the yellow-coloured cells only	A. Personnel costs					B. Subcontracting costs	C. Purchase costs			D. Other cost categories	E. Indirect costs ²		Funding rate % ³ (The % that you have indicated in the top-left side of this sheet will be automatically displayed below U)	Maximum EU contribution ⁴	Requested EU contribution					
	A.1 Employees (or equivalent)	A.2 Natural persons under direct contract	A.3 Seconded persons	A.4 SME owners and natural person beneficiaries	A.5 Volunteers (If indirect costs apply to volunteers, beneficiaries must add the amount of indirect costs in volunteers column. Indirect costs column will NOT take volunteers costs into account.)	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties. (Only applicable if allowed by the call for proposals and the grant agreement)	E. Indirect costs							
	Forms of funding		Actual costs	Actual costs	Actual costs	Unit ⁵ or Actual costs	Unit ⁵ or Actual costs	Actual costs	Unit ⁵ or Actual costs	Unit ⁵ or Actual costs	Unit ⁵ or Actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs ⁶					
		a1	a2	a3	a4	a5	b	c1a	c1b	c1c	c2	c3	d1a	e = flat-rate of 7% x (a1 + a2 + a3 + a4 + b + c1a + c1b + c1c + c2 + c3 + d1a). [a5 is not taken into account in the calculation of e]	f = a1 + a2 + a3 + a4 + a5 + b + c1a + c1b + c1c + c2 + c3 + d1a + e	U	g = f*U%	h	m = h	n
XX – [short name beneficiary/affiliated entity]														0,00	0,00	0%	0,00		0,00	

⚠ Please declare all eligible costs and contributions, even if they exceed the amounts indicated in the estimated budget (see Annex 2 of the Grant Agreement). Only amounts that were declared in your individual financial statements can be taken into account later, in order to replace costs/contributions that are found to be ineligible.

The beneficiary/affiliated entity hereby confirms that:

The information provided is complete, reliable and true.

The costs and contributions declared are eligible (see Article 6 of the Grant Agreement).

The costs and contributions can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 20 and 25 of the Grant Agreement).

For the last reporting period: that all the revenues have been declared (see Article 22 of the Grant Agreement).

Date and Participant's signature	Please sign your individual financial statement either with a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014 or with a hand-written signature (also known as blue ink signature). • If signed with a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014, the Coordinator indicated in the Preamble of the Grant Agreement must send each individual financial statement as part of the full report (technical and the financial) and the declaration on honour to the EACEA by email (pdf versions). In addition, the email must enclose also the financial statements (the individuals and the summary) in an Excel format. Please note that electronic signatures other than a Qualified Electronic Signature (QES) compliant with the eIDAS Regulation (EU) N° 910/2014 are not accepted. • If signed with a hand-written signature (also known as blue ink signature), the Coordinator indicated in the Preamble of the Grant Agreement must send the hard copies of each individual financial statement as part of the full report (technical and financial) and the declaration on honour to the EACEA by registered post with proof of delivery. In addition, the Coordinator indicated in the Preamble of the Grant Agreement must email the Excel version of the full financial report (individual statement) and summary statement) and the pdf copies of both the signed original full report (technical and financial) and the declaration on honour to the EACEA. Be informed that the reception of the hand-written-signed hard copies by registered post is mandatory.
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¹ See the Article 6 of the Grant Agreement for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 of the Grant Agreement for the conversion rules).

² If you have also received an EU operating grant during this reporting period, you cannot claim indirect costs - unless you can demonstrate that the operating grant does not cover any costs of the action. This requires specific accounting tools. Please contact your EACEA desk officer immediately for details.

³ See the Data Sheet's section '3. Grant' of the Grant Agreement for the funding rate(s).

⁴ This is the theoretical amount of EU contribution to the costs that is calculated automatically (by multiplying the funding rate(s) by the costs declared). The amount that you request (in the column 'requested EU contribution') may be less.

⁵ See the Annex 2a 'Additional information on the estimated budget' of the Grant Agreement for the details (units, cost per unit).

⁶ See the Data Sheet's section '3. Grant' of the Grant Agreement for the flat-rate. It is 7%.

⁷ See the Data Sheet's section '4.2 Periodic reporting and payments' of the Grant Agreement for the reporting period number. The number is indicated in the column 'RP No' in the table therein.

15% rule

Principle : If the costs declared under 'C. Purchase costs' in the 'Individual financial statement' sheet are higher than 15% of the claimed 'A. Personnel costs', you are requested to provide additional information for the costs that are in excess of the 15% share in the 'Use of resources report' sheet.

'C. Purchase costs' include 'C1. Travel and subsistence', 'C2. Equipment', and 'C3. Other goods, works and services'.

You do not have to fill in any cell in this sheet, but you have to send it to the Coordinator indicated in the Grant Agreement. It applies to the Coordinator as well, as participant.

Just take into account the result of the calculation below to provide, or not, additional information on the 'Purchase Costs' in the 'Use of resources report' sheet.

Please note that the data displayed in the grey-coloured cells in this sheet are automatically transferred from what you have inputted in the 'Individual financial statement' sheet. If you want to modify data, please do so in the 'Individual financial statement'.

Grant agreement / project number:	0
Project acronym:	0
Call:	0

Calculation of the 15% rule:

C1. Travel and subsistence	0,00
c1a. Travel	0,00
c1b. Accomodation	0,00
c1c. Subsistence	0,00
C2. Equipment	0,00
C3. Other goods, works and services	0,00
C. Purchase costs	0,00

$$C1 = c1a + c1b + c1c$$

$$C = C1 + C2 + C3$$

A. Personnel costs	0,00
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15% of A. Personnel costs	0,00
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$$o = 0,15 \times C$$

RESULT OF THE CALCULATION: Amount of the 'C. Purchase costs' exceeding the 15% of the 'A. Personnel costs'	0,00
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$$p = C - o$$

If this amount is $\leq 0,00$ you do not have to provide additional information.

If this amount is $>0,00$ please fill in the dedicated section on 'Purchase costs' in the 'Use of resources report' sheet for costs summing up this amount.

REPORT ON THE USE OF RESOURCES - COST EXPLANATIONS

To be filled in by each participant and sent to the Coordinator indicated in the preamble of the Grant Agreement. It applies to the Coordinator as well, as participant.

Please, fill in the yellow-coloured cells only

Please note that the data displayed in the grey-coloured cells in this sheet are automatically transferred from what you have inputted in the 'Individual financial statement' sheet. If you want to modify these data, please do so in the 'Individual financial statement' sheet.

GRANT	
Grant agreement (GA) / project number:	0
Project acronym:	0
Call:	0

REPORTING PERIOD (RP)	
<i>Please remind that you must report on the entire reporting period</i>	
Reporting period number (RP No):	0
Duration :	
<i>In the yellow-coloured cell above, insert the duration of the reporting period as set in the Data Sheet's section '4.2 Periodic reporting and payments' of the Grant Agreement (GA). (For example: From month 1 to month 24)</i>	

PARTICIPANT	
Participant's name:	0

Personnel costs	
Personnel costs declared as actual costs (if applicable)	
Person-months	Work package
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
...	...

Personnel costs declared as unit costs (if applicable)	
Person-months	Work package
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
<i>[Insert number person-months]</i>	<i>[insert WP number]</i>
...	...
Explanations on adjustment to previous financial statements (if applicable)	
<i>[insert comment]</i>	

Subcontracting costs (if applicable)			
<i>One line per subcontract.</i>			
<i>Double-check consistency with the information on subcontracting in the technical report - activities & work packages.</i>			
Subcontract name <i>(subcontracted action tasks)</i>	Foreseen in Annex 1 of the Grant Agreement (GA)?	Explanations <i>(if not in Annex 1)</i>	Costs for this RP (EUR)
<i>[insert name]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert comment]</i>	
...		...	
Total			0,00
Explanations on adjustment to previous financial statements (if applicable)			
<i>[insert comment]</i>			

Purchase costs (travel and subsistence, equipment and other goods, works and services) (if applicable in accordance with the '15% rule' sheet)

Details for major cost items (needed if costs declared under 'C. Purchase costs" are higher than 15% of the claimed 'A. Personnel costs').

Start with the most expensive cost items, down to the 15% threshold.

Cost item name	Category <i>[C1 Travel and subsistence] [C2 Equipment] [C3 Other goods, works and services]</i>	Work package	Foreseen in Annex 1 of the GA?	Explanations <i>(if not in Annex 1)</i>	Costs for this RP (EUR)
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
<i>[insert name]</i>		<i>[insert WP number]</i>		<i>[insert comment]</i>	
...		
Total					0,00
Explanations on adjustment to previous financial statements <i>(if applicable)</i>					
<i>[insert comment]</i>					