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UNIONE EUROPEA
EVROPSKA UNIJA

ITALIA-SLOVENIJA



DIVA

Progetto strategico co-finanziato dal Fondo europeo di sviluppo regionale
Strateški projekt sofinancira Evropski sklad za regionalni razvoj

DIVA - Sviluppo di ecosistemi e catene di valore dell'innovazione: supportare l'innovazione transfrontaliera attraverso le Industrie Creative.

DIVA - Razvoj inovacijskega ekosistema in verig vrednosti: podpiranje čezmejnih inovacij s pomočjo ustvarjalnih industrij

Reporting guidelines of DIVA pilot projects

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DIVA Reporting call for Slovenian applicants , 21.11.2021

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References

[DIVA open call](#)

[Grant agreement signed with Informest \(Financing body\)](#)

[Rules and guidelines for implementing the pilot projects](#)

[Annex 1 Financial and Activity Report](#)

[Annex 2 project modification request](#)

[Annex 4 Declaration of maintenance of the destination constraint \(IZJAVE PROJEKTNIH PARTNERJEV, KI MORAJO BITI POSREDOVANE VP/SLO\)](#)

[Annex 11. Manual on eligibility of expenditure \(SLO\) Programski priročnik o upravicnosti izdatkove](#)

Eligibility of expenditure

Art 8 DIVA call

Expenditure must be::

- **relevant and related to the project** in accordance with current legislation;
- **effectively paid and borne** directly by the beneficiaries and supported by paid invoices or equivalent accounting documents or, in duly justified cases, by suitable documentation certifying the relevance of the expenditure.
- **incurred during the period of eligibility** of expenditures (from 20/7/21 until the end of the project)
- **traceable and verifiable** through proper accounting and documentary evidence;
- **accounted for**, in compliance with the law and accounting principles and Programme rules.



Type of Eligible expenditures

In the framework of DIVA call the eligible expenditures are only:

Expenses for professional services carried out by the CCI implementing partner indicated in application form which will implement the activities for the achievement of project goals.

Costs for purchase of equipment relevant to the project (office equipment, hardware and software, furniture, laboratory instruments, devices, machinery, vehicles and other equipment needed for the achievement of project goals).

Eligible expenditures shall comply with **eligible expenses under budget line 4 “external services” and budget line 5 “equipment costs”** as set out in the **Manual on eligibility of expenditure (Annex 11)** of Italia-Slovenija Programme



Not eligible expenditures

- consumer goods;
- used goods (second-hand goods);
- stocks of goods;
- bank guarantees provided by banking or financial institutions;
- debit interests, charges for financial transactions, foreign exchange commissions and losses and other purely financial expenditure;
- ongoing or periodic services related to the normal operation of the company, such as tax, ordinary, economic and financial, legal, notarial, accounting or auditing services and the preparation of the project proposal;
- VAT, unless it is non-recoverable by the beneficiary;
- fines, financial penalties and expenses for legal disputes and disputes;
- expenses related to financial transactions, costs related to foreign exchange rate fluctuations and other expenses purely of a financial nature
- tips

All the costs for the services or the purchase of equipment where there is not a link between invoice and payment or the cumulative payments and the offsetting between debts and credits are not eligible.



Eligibility period and amounts

Eligibility period starts from 20/07/2021 till the end date of the project (a 10 months project ends on 30/04/2022). The start and end dates of the project are highlighted in art 3 of the grant agreement.

The maximum refundable amount is indicated at art. 2 of the grant agreement. The amount of the expenses for equipment cannot be more than 20% of the total financing.

Exact amount of financing will be calculated according to real expenses paid, checked and declared eligible for funding.

The Financing Body will claim back the total grant if the beneficiary does not submit financial reports for at least 70% of eligible project costs.



Invoices label and payment

The invoices must include:

- the label “**Project DIVA - CUP H12D18000190007 - Call 3.3 - Project code - Project acronym** personalised in art 3 of each grant agreement
- the **evidence of the Beneficiary (applicant SME)**

Way of payment

- Only traceable methods of payment (no cash and no offsets between debts and credits with suppliers)
- One payment for each invoice
- No advance payments

Both the invoice date and the relative payment must fall between the start date (20.07.2021) and the end date of the project

Selection of equipment supplier

Selection of the supplier and purchase of equipment must be done in accordance with EU and national public procurement rules.

Before purchasing the equipment (exceeding a cost of EUR 250.00), the beneficiary must carry out a market search involving at least **3 market operators**.

The Beneficiary has to demonstrate the market search with the offers received or, for example, a print of prices detected by web sites, product lists..etc.).



When to report?

by 20.01.2022

Interim Financial and activity report for period 20.07.2021 - 31.12.2021 (not mandatory)

within 15 days after the end of the project

Final Financial and activity report (**MANDATORY**)



Using Financial and activity report template

(Annex 1 of Reporting guidelines)

And sending the requested documentation in electronic or paper version to Informest

Report must be filled in each part:

- English description of activities carried out and relation with incurred expenses
- List of reported expenses
- Bank account data for the reimbursement
- Declaration on VAT (refundable, not refundable, partially refundable)

It is preferable that the bank account given for the reimbursement is the same used to pay the invoices

Which documents to attach to report external services?

You must attach to the report :

- CCI (implementing partner) detailed **report in English** on activities carried out
- **Invoices** of CCI with personalised label (see art.3 of the Grant)
- Payment proofs of incurred expenses
- **English translation** of invoices and payment docs
- Evidence of implementation of project outputs
- 3 copies of materiali produced (CD, printed material, gadget)
- Event's related materials (list of participants, photos, agenda, promotional material)

Which documents to attach for reporting equipment purchase?

- **Documented market search** for the purchase of goods/equipment to ensure the best value for money or to select the lowest price (e.g. collection of 3 financial offers from different operators, price comparisons available on the internet, etc.);
- **Contract, Order of work or other written agreement if any with the amount**
- **copy of the corresponding expenditure documents** (e.g. invoices, professional documents, and other equivalent evidence in accordance with the tax rules applicable in Member States) with label indicated in art 3 of Grant Agreement.
- **Documents of the payment**, (bank transfer or other securities or equivalent bank certificates) including the label indicated in art 3 of Grant Agreement
- **English translation of invoices and payment documents**

Which documents to attach for reporting equipment purchase?

- **Formal evidence of the implementation of delivery of actual delivery / installation** and regular operation of the equipment purchased, through transport / delivery documents or reports of installation / testing.
- **Photographs of the actual affixing of labels** on the acquired goods.
- **Copy of the register of capitalized assets** with the evidence of cost of the purchased good, date of purchase, start date of use of the good and period of depreciation of the asset on the basis of the accounting legislation in force.
- **Beneficiary' s Declaration of maintenance of the destination constraint** (Annex 4) for at least 5 years from the date of final payment (so-called *destination constraint*);
- **Evidence of the payment of tax as VAT**. If the equipment purchase is without VAT, it is necessary that the invoice or the account document highlights the exemption and refers to the laws that allow it.



How to ask project modification?

Using annex 2 of the guidelines sending it filled to
project-diva@informest.it

You can ask 3 kind of modifications

- administrative
- duration
- budget



When send the request?

Administrative changes

- within 30 days of the administrative change.
- Informest will confirm the receipt.

Project duration

- before the 30 days to fixed project end date.
- The Financing Body could accept the request and define a new end date with an official communication or could confirm the existing end date
- Financing body will communicate if new date is accepted.
- If a new date will be defined, the Financing Body will send a signed addendum modifying art 3 of the Grant Agreement. The Addendum will be countersigned by the beneficiary.
- In any case the project cannot end after 30/04/2022



Budget modifications

The beneficiary must communicate the change before 60 days from the end of the project and in any case before the new expense has been incurred.

Remember

- equipment budget max 20%
- external expert budget at least 80%
- not possible to increase the initially foreseen total budget
- need to ask approval of Financing body

Project Code	Acronym	Name of the Applicant	Name of the CCI implementing partner	Total external expertise (CCI activities)	Total equipment (max 20% of total budget)	Budget	% of external	Budget variation	Duration	Duration modification
207	FOL	Solvesall inteligentne rešitve	Art Rebel 9	44.964,00 €	- €	44.964,00 €	100%	it is possible raising Equipment till 8992,8 Euro lowering External	10	
194	Heli2o	HOVERCRAFT	J&J DESIGN	36.400,00 €	8.500,00 €	44.900,00 €	81%	it is possible raising Equipment till 8992,8 Euro lowering External OR lowering Equipment till 0 Euro raising External	10	
109	OLAF Cargo	CAP	TRI-PIS	36.500,00 €	8.000,00 €	44.500,00 €	82%	it is possible raise Equipment till 8992,8 Euro lowering External OR lowering Equipment till 0 Euro raising External	6	possible till 30/04/22
171	Recyclable LED	LED LUKS	PROCENTA, BOJAN CEGLAR, S.P.	36.000,00 €	9.000,00 €	45.000,00 €	80%	it is possible only lowering Equipment till 0 Euro raising External	10	
195	Superior Wood	MANIBRIS	Svetlomodro, Jan Petrič s.p.	36.000,00 €	9.000,00 €	45.000,00 €	80%	it is possible only lowering Equipment till 0 Euro raising External	8	possible till 30/04/22
191	X-mobil	JUNG	ZAVOD PROJEKT ATOL	36000	9000	45000	80%	it is possible only lowering Equipment till 0 Euro raising External	10	
154	SUSUCH	NEKTAR NATURA	WILSONIC DESIGN	45000	0	45000	100%	it is possible only raise Equipment till 9.000 Euro lowering External	8	possible till 30/04/22



Questions received by other projects

- **Is it possible to buy equipment in another Country? Yes**
- **If a supplier cannot put the label in the invoice, how have I to complete the invoice? You can create a stamp to be put on invoice in paper version.**
- **If CCI has suppliers have they to put the label on invoices? It is not needed since these invoices are not included in the report, just CCI's invoices will be included.**
- **Have I to attach also photo demonstrating that I have printed and displayed DIVA poster in SME premises?**

Yes, in this way we will not ask it as integration 😊

Questions done during the call

- Where can we found the templates of communication materials (Poster/sticker etc)?

<https://www.informest.it/blog/post.aspx?id=1017>

- Can they be uploaded also on DIVA website?

Yes, we will ask to Communication responsible to do this

- It is required English translation also to supporting documents for equipment purchase or just invoice and payment documents?

Answer to be checked after the meeting with our external expert

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Grazie per l'attenzione! Hvala za pozornost!

Rendicontazione dei progetti pilota DIVA
project-diva@informest.it

www.ita-slo.eu/DIVA