**DECLARATION OF EXPENDITURE**

**INCURRED BY DONOR PARTNER**

\_\_\_\_\_\_\_\_\_\_\_\_

Date

|  |  |
| --- | --- |
| **Project / initiative number:** | *Fill in* |
| **Project / initiative title:** | *Fill in* |
| **Name of Donor project / initiative partner:** | *Fill in* |
|  |  |
| **Type of entity responsible for the declaration:** | *Representative of the Donor Partner* |
|  |  |
| **Start date of incurred expenditure:** | *DD.MM.YYYY* |
| **End date of incurred expenditure:** | *DD.MM.YYYY* |
| **Actual expenditure incurred this period, Eur[[1]](#footnote-1):** | *Fill in* |

The *Representative of the Donor Partner* hereby ensures that the costs included in the declaration of expenditure incurred by the Donor project / initiative partner:

1. Are incurred in accordance with the Regulations on the EEA / Norwegian Financial Mechanisms 2014-2021[[2]](#footnote-2);
2. Are incurred in accordance with the relevant law and national accounting practices, they comply with the requirements of applicable tax and social legislation;
3. Are connected with the subject, activities and budget of the project / initiative;
4. Are incurred between the first and final dates of the eligibility of a project / initiative, are supported by the adequate documentation, including accounting records.

|  |  |  |
| --- | --- | --- |
|  | *For the Representative of the Donor Partner* | *For the project / initiative promoter[[3]](#footnote-3)* |
| **Name** |  |  |
| **Signature** |  |  |
| **Position** |  |  |

Annex 1

*Applicable for the project/initiative with a detailed budget*

**A breakdown of the expenditure declared**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Number and title of the activity or indicator***(Please provide information according to the actual budget of the project/initiative)* | **Category of expenditure***(Please provide information according to the actual budget of the project/initiative)* | **Costs incurred, Eur** | **Notes**  |
| ***1.***  |  |  |  |  |
| ***2.*** |  |  |  |  |
| ***3.*** |  |  |  |  |
| ***..*** |  |  |  |  |
| ***..*** |  |  |  |  |
| TOTAL: |  |  |

Annex 1

*Applicable for the initiative without a detailed budget*

**A breakdown of the expenditure declared**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Category of expenditure** | **Costs incurred, Eur** | **Notes**  |
| ***1.***  |  |  |  |  |
| ***2.*** |  |  |  |  |
| ***3.*** |  |  |  |  |
| ***..*** |  |  |  |  |
| ***..*** |  |  |  |  |
| TOTAL: |  |  |

1. A breakdown of the expenditure declared should be provided in an Annex 1. Please use the appropriate form depending on whether there is a detailed budget of the project / initiative or no. If costs incurred in a currency other than the euro, the declaration’s day Euro / other currency exchange rate established by the European Central Bank should be used for the conversion. [↑](#footnote-ref-1)
2. Provisions on eligibility of expenditures are stated in Chapter 8 of the Regulations. [↑](#footnote-ref-2)
3. Signature is obligatory when the representative of the Donor Partner is responsible for the preparation of the declaration of the expenditure and should be signed by the representative of the project / initiative promoter. With this signature the project / initiative promoter confirms that the activities for which the costs are declared are completed / the service was delivered, the project / initiative promoter is satisfied with the donor partner’s input and the donor partner has apparently kept to the budget of the project / initiative. [↑](#footnote-ref-3)