

## **GUIDELINES FOR THE IMPLEMENTATION OF PROJECTS (CO)FINANCED BY THE APEEE EEB1**

### **Extracts from the rules regarding the award of projects and regarding the financial procedures**

While the APEEE is committed to the success of the projects, the APEEE leaves autonomy and responsibility to the project initiators/coordinators to make the necessary contacts and obtain the necessary permissions to realise the activities and achieve the results.

Projects awarded funding are asked to give appropriate credit to the APEEE in written and oral presentations and promotions. This includes the use of the APEEE logo when appropriate.

APEEE discourages the reallocation of funds after approval of funding. Prior authorisation is required for any funding reallocation, and failure to obtain this may be grounds for overturning the original decision

All projects awarded funding must submit a final debriefing report describing the results of the project, including unexpected developments, its impact and possible improvements. If possible, the report should include the evaluation/feedback of participants. This report should be based on quantitative as well as qualitative arguments. This report must be submitted by e-mail to the APEEE Secretariat at the following address: [info@uccleparents.org](mailto:info@uccleparents.org) within 25 working days after the deadline for delivery of the project as specified in the funding award letter.

The APEEE reserves the right to stop funding and/or request the refund of the amounts already transferred in case of unjustified delays or other irregularities, gross variations from the agreed project description, or lack of respect of the conditions of funding.

### **Communications with the APEEE**

All communications should be addressed by the project manager (as specified in the funding award) to the APEEE Secretariat, [info@uccleparents.org](mailto:info@uccleparents.org), mentioning:

- Project name (as specified in the funding award), the call (e.g. Spring call 2020).
- Name of project manager
- Address Email and Mobile number

### **Claims for reimbursement of costs**

Payment of costs incurred can be made by the APEEE to the project manager, to a person designated by him or her, or to the supplier of goods and services. The payment request should be signed by the project manager, concern expenditure consistent with the description of costs for which the contribution was requested, specify the bank account to which the payment is to be made, and be accompanied by supporting documents.



---

Project managers may request an advance payment, with a description of its intended use, which must be consistent with the project proposal. Documents supporting the use of the advance should be submitted at the latest with the final debriefing report.

## **Financial report**

The final debriefing report should include a financial report (in EUR), presenting the total cost of the project, all other sources of funding received, and the payments made by the APEEE. It should be accompanied by supporting documents regarding the use of any advance received.