ANNEX 4 – GENERAL CONDITIONS OF THE PROJECT IMPLEMENTATION

1. BENEFICIARY OBLIGATIONS

1.1. SUPPORTING DOCUMENTATION

The beneficiary must retain, for a **period of five years after the payment of the balance**, all records and supporting documentation necessary to demonstrate the proper implementation of the activities. These must be made available upon request, or in the context of checks, reviews, audits, or investigations.

The beneficiary must keep original documents. Digital documents are considered originals if they are authorised under applicable national law. This obligation applies regardless of whether the documents have already been submitted to the Contracting Authority as part of a report.

Records that must be retained include, but are not limited to:

- the original signed Sub-Grant Agreement and any amendments thereto;
- all financial records, invoices, contracts, bank statements, and proof of payment relating to project expenditure;
- procurement documentation, including offers received, selection justifications, and signed contracts with suppliers and service providers;
- timesheets and attendance records for staff whose costs have been declared under the project;
- all project outputs, including drafts and working documents leading to the final versions of the compulsory outputs;
- correspondence with the EUroBRIDGE Consortium, stakeholders, and beneficiaries related to the implementation of the project;
- evidence of communication and visibility compliance.

Records must be made available to the Contracting Authority, to the European Commission, to the European Anti-Fraud Office (OLAF), to the European Court of Auditors, and to any other body authorised to conduct checks, reviews, audits, or investigations, within 5 working days of any such request.

1.2. COMMUNICATION, VISIBILITY, AND EU FUNDING ACKNOWLEDGEMENT

All beneficiaries funded under the IMPACT NETWORKS open call are required to comply with the communication and visibility obligations set out in this section throughout the entire implementation period and beyond, where specified. These obligations are derived from **Article 36 of Regulation (EU) 2021/1060 (Common Provisions Regulation),** the Interreg-specific visibility requirements applicable to cross-border cooperation programmes, and the provisions of the Sub-Grant Agreement signed with the Contracting Authority.

1.2.1 Acknowledgement of EU Funding

All communications, publications, outputs, and materials produced in the context of the funded project, whether in printed, digital, audiovisual, or any other format, must clearly acknowledge the financial contribution of the European Union. This obligation applies without exception to all project-related content, including but not limited to:

- reports, studies, strategic plans;
- presentations, brochures, posters, and informational materials;
- press releases, social media posts, and website content;
- event programmes, banners, roll-ups, and signage;
- correspondence with stakeholders referring to project activities.

The following elements must appear visibly and legibly on all materials:

- the **EU emblem**, in its correct colours and proportions, in accordance with the graphic standards published by the European Commission. The EU emblem must never be altered, recoloured, or combined with other logos in a way that diminishes its visibility;
- the standard **funding disclaimer**, as follows: *"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Commission. Neither the European Union nor the granting authority can be held responsible for them."*
- the **EUroBridge_UA_MD project logo**, which will be provided to all beneficiaries as part of the **kick-off package** distributed at the start of implementation.

Where space constraints make it impractical to include all three elements, for example on small promotional items such as pens, pins, or USB drives, the EU emblem and the funding disclaimer take precedence. In all such cases, beneficiaries must seek prior written approval from the Contracting Authority before producing materials that omit any of the required elements.

1.2.2. Digital and online visibility

Where a beneficiary organisation maintains a website, social media accounts, or any other publicly accessible online presence, it must publish at minimum one dedicated piece of content describing the funded project, its objectives, and its expected outputs. This content must:

- be published no later than one month after the signature of the Sub-Grant Agreement;
- remain publicly accessible for the duration of the project;
- include the EU emblem, the **EUroBridge_UA_MD project logo**, and the funding disclaimer
- include a link to the official **EUroBridge_UA_MD project page**.

Beneficiaries are strongly encouraged to actively promote their project activities on their social media channels throughout the implementation period and to tag the official EUroBridge_UA_MD social media accounts in all relevant posts. The EUroBRIDGE Consortium will provide beneficiaries with a set of social media templates and recommended hashtags as part of the kick-off package.

1.2.3. Events and public activities

Where a beneficiary organises a public event, including networking events, workshops, conferences, training sessions, or matchmaking activities, as part of the funded project, the following requirements apply:

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- the event must be visibly branded with the EU emblem and the EUroBridge_UA_MD project logo on all event materials, including invitations, agendas, presentations, and signage;
- the funding disclaimer must be read aloud or displayed prominently at the opening of the event.

Given the cross-border nature of the funded activities and the alignment of the EUroBridge_UA_MD programme with the Interreg framework for cooperation between Ukraine, Moldova, and EU Member States, beneficiaries are required to apply the Interreg communication and visibility standards to the extent applicable to their project. In practice, this means:

- **Joint communication** - where the project produces communication materials jointly with the partner organisation from the other country, both organisations must be visibly credited and the cross-border nature of the cooperation must be explicitly stated. Materials that present the project as a single-country initiative will not be considered compliant;
- **Results promotion** - beneficiaries are required to actively promote the results of their funded project beyond their immediate network, contributing to the broader visibility of cross-border cooperation between Ukraine and Moldova within the European cooperation framework.

1.2.4. Compliance monitoring and consequences of non-compliance

The Contracting Authority will monitor compliance with the communication and visibility obligations set out in this section as part of the regular monitoring process detailed in Section 3. Beneficiaries **may be requested at any time** during the implementation period or within three years of final payment to provide evidence of compliance, including copies of published materials, screenshots of online content, or photographs of branded events.

Where the Contracting Authority identifies a failure to comply with the obligations set out in this section, they will notify the beneficiary in writing and request corrective action within a specified timeframe. Where the beneficiary fails to take corrective action within the timeframe specified, or where the non-compliance is of a serious or persistent nature, the Contracting Authority reserve the right to:

- require the beneficiary to withdraw and replace non-compliant materials at its own expense;
- reduce the final payment by a proportion reflecting the severity and duration of the non-compliance;
- recover a portion of the grant already disbursed where the non-compliance has materially affected the visibility of EU funding in relation to the funded project.

The specific consequences applicable in each case will be set out in the Sub-Grant Agreement and will be applied proportionately, taking into account the nature of the non-compliance, its duration, and whether it was remedied following notification.

1.3. DOUBLE FUNDING

The applicant may not receive funding from another source for a similar project that could result in double funding of the same action. EUroBridge_UA_MD will carry out the necessary checks to ensure there are no double-funding or capacity conflicts.

Declarations regarding financial capacity and double funding must be confirmed by the applicant in the Declaration of Honour, which is a mandatory annex to the application.

1.4. GENERAL PRINCIPLES

Project approval does not automatically and unconditionally entitle the applicant to the full amount requested. The Contracting Authority reserves the right to suspend, reduce, recover, or terminate funding in the event of irregularities, contractual breaches, improper use of funds, or failure to achieve the agreed-upon results.

1.5. FINANCIAL CAPACITY

The applicant must demonstrate the financial capacity to carry out the activities described in the proposal and to properly manage the financial support granted. The applicant must confirm that:

- it is not bankrupt, nor subject to winding-up or judicial administration proceedings;
- it is in compliance with its obligations relating to payment of social security contributions and taxes;
- it is not subject to a conflict of interest in connection with this grant.

The applicants will submit the Declaration of Honour - Eligibility Conditions, signed by each member of the partnership.

2. PAYMENT SCHEME

The financial support awarded under the **1st OPEN CALL IMPACT NETWORKS** is disbursed **in two instalments**, linked to the submission and approval of reports and to the achievement of the implementation milestones set out in the Sub-Grant Agreement. The payment structure is designed to ensure that beneficiaries have sufficient liquidity to implement their activities while maintaining the Contracting Authority's ability to verify proper use of funds before releasing each subsequent instalment.

All payments will be made in Euro, by bank transfer to the account designated by the beneficiary in the Sub-Grant Agreement. No payment will be made to a third party on behalf of the beneficiary, nor to an account held outside the eligible regions, unless explicitly authorised in writing by the Contracting Authority.

2.1. OVERVIEW OF PAYMENT INSTALMENTS

Instalment	Amount	Trigger	Reporting deadline	Payment deadline
Pre-financing	50% of total awarded grant	Signature of the Sub-Grant Agreement	N/A	Within 30 calendar days of SGA signature
Final payment	50% of total awarded grant	Submission and approval of the Final Technical and Financial Report.	No later than 30 calendar days after the end of the project implementation period as defined in the Sub-Grant Agreement	Within 30 calendar days of approval of the Final Report

The total amount disbursed across the two instalments corresponds to the grant amount specified in the Sub-Grant Agreement.

2.1.1. The pre-financing instalment

The pre-financing instalment represents 50% of the total awarded grant and is intended to provide beneficiaries with the liquidity necessary to commence implementation without delay. It is released automatically upon signature of the Sub-Grant Agreement by both parties and does not require any prior reporting or verification of expenditure.

The pre-financing instalment will be transferred **within 30 calendar days** of the date on which the Sub-Grant Agreement is signed by the last party. Beneficiaries are required to open a dedicated bank account or sub-account for the receipt and management of grant funds, or to maintain a separate accounting record that allows grant-related transactions to be clearly distinguished from other organisational finances.

IMPORTANT:
The pre-financing is not a payment for costs already incurred, it is an advance to be used exclusively for the implementation of the approved Development Plan.

2.1.2. Final Payment (50%)

The final payment represents the remaining 50% of the total awarded grant and is released upon **submission** and **approval** of the **Final Technical and Financial Report.** The final payment constitutes the Contracting Authority's confirmation that the project has been implemented in accordance with the Sub-Grant Agreement and that all contractual obligations have been fulfilled.

Submission deadline for the Final Report

The Final Technical and Financial Report must be submitted no later **than 30 calendar days after the end of the project implementation** period as defined in the Sub-Grant Agreement. Late submission without prior written authorisation from the Contracting Authority may result in the suspension of the final payment and, in cases of persistent non-compliance, in the recovery of previously disbursed instalments.

The **Final Technical** and **Financial Report** must include, at minimum:

- a comprehensive narrative description of all activities implemented during the project, with reference to each milestone and deliverable set out in the Sub-Grant Agreement;
- the three compulsory outputs in their final form - the Joint Strategic Plan, the Portfolio of Projects, and the documented Pool of Experts;
- a complete final financial statement covering all expenditure incurred during the implementation period, broken down by budget category and cross-referenced with supporting documentation;
- all supporting documentation for expenditure of costs, including invoices, contracts, timesheets, bank statements, and proof of payment;
- a self-assessment of the project's results and impact, with reference to the KPIs defined in the Sub-Grant Agreement;
- the completed beneficiary feedback questionnaire provided by the Contracting Authority;
- a declaration signed by the legal representative of the Lead Partner confirming that the information provided in the Final Report is accurate and complete, that all expenditure declared was incurred in accordance with the Sub-Grant Agreement, and that no double funding has occurred.

2.1.3. Assessment and approval of the Final Report

The assessment of the **Final Technical** and **Financial Report** follows a single-stage, combined administrative, financial, and technical verification, in accordance with the monitoring and control procedure, completed within a maximum of 30 calendar days of receipt. This verification will confirm that:

- all required documents and declarations have been submitted;
- the financial statement is consistent with the supporting documentation and within the eligible cost categories and approved budget defined in Section 5.3 of the Guide for applicants;
- the activities described correspond to those approved in the Sub-Grant Agreement, and the three compulsory outputs meet the quality and completeness requirements;
- the project has achieved the KPIs defined in the Sub-Grant Agreement, or that any shortfall has been adequately explained;
- the communication and visibility obligations have been fulfilled.

An audit procedure may only be initiated where the **Steering Committee and/or the EUroBRIDGE consortium** raises serious and substantiated doubts, based on documented evidence, regarding the implementation of an activity or the quality/authenticity of an output, which are to be resolved through the standard clarification exchange above. Before initiating an audit, the Steering Committee must notify the beneficiary in writing of the specific grounds for concern and grant them 5 working days to provide clarifications or supporting evidence. An audit is initiated only if those doubts are not resolved through this exchange. The initiation of an audit procedure suspends the assessment period and the final payment until the audit is concluded.

2.1.4. Approval and payment

The Final Report will be considered approved on the date on which the Contracting Authority issues a written approval notice to the beneficiary, confirming that the assessments have been completed satisfactorily. The final payment of 50% of the total awarded grant will be transferred **within 30 calendar days** of the date of the written approval notice.

The total assessment period, from submission of the Final Report to issuance of the written approval notice, shall not **exceed 60 calendar days** in the absence of any clarification requests, audit procedures, or other exceptional circumstances. Where the assessment period is extended due to a clarification request or audit, the beneficiary will be informed in writing of the revised expected timeline.

No final payment will be processed until the **Final Technical and Financial Report** has been reviewed, verified, and formally approved in writing by the Contracting Authority.

2.2. CONSEQUENCES OF DELAYED OR INCOMPLETE REPORTING

Where a beneficiary fails to submit the **Final Technical and Financial Report** by the deadline set out in the Sub-Grant Agreement, the following consequences apply:

- the corresponding payment instalment will be suspended until the report is submitted and approved;
- where the delay exceeds 30 calendar days beyond the deadline without prior written authorisation, the Contracting Authority reserve the right to initiate a recovery procedure for previously disbursed instalments;
- where the delay exceeds 60 calendar days, the Sub-Grant Agreement may be terminated in accordance with its termination provisions, and the full amount of grant disbursed to date may be subject to recovery.

2.3. RECOVERY OF FUNDS

Where the Contracting Authority determine, following assessment of the Final Report or as a result of an audit procedure, that:

- expenditure has been declared that is not eligible under the rules set out in Section 5.3 of the Guide for applicants;

- activities have not been implemented in accordance with the approved Development Plan and the deviation is not adequately justified;
- the compulsory outputs have not been delivered to the required standard;
- the beneficiary has failed to comply with any material obligation under the Sub-Grant Agreement;

The Contracting Authority reserves the right to reduce the final payment by the amount corresponding to the identified irregularity, or to recover previously disbursed installments in proportion to the severity of the non-compliance.

3. MONITORING AND REPORTING

The Contracting Authority is responsible for monitoring the implementation of all funded projects throughout the duration of the IMPACT NETWORKS open call. Monitoring serves two complementary purposes: to verify compliance with the approved Development Plan and the conditions of the Sub-Grant Agreement, and to provide beneficiaries with the support and guidance necessary to ensure successful implementation.

3.1. MONITORING DURING IMPLEMENTATION

From the date of signature of the Sub-Grant Agreement, each beneficiary will be assigned a dedicated contact person within the Contracting Authority, one from RDAOR for Ukrainian beneficiaries and one from MCDE for Moldova beneficiaries, who will serve as the primary point of contact for all implementation-related matters throughout the project duration. **The Contracting Authority will maintain regular communication with each beneficiary during the implementation period.**

3.2. REPORTING REQUIREMENTS - THE FINAL TECHNICAL AND FINANCIAL REPORT

Beneficiaries are required to submit the final technical progress report after the implementation of the funded project, containing **a Final Technical and Financial Report.** The report must be prepared jointly by the **Lead Partner** and the **Project Partner(s)** and submitted by the Lead Partner on behalf of the consortium, via the official platform of EURoBRIDGE, in accordance with the deadlines specified in the Sub-Grant Agreement. The report must be accompanied by a signed cover declaration from the legal representative of the Lead Partner confirming the accuracy and completeness of the information provided and the eligibility of all declared expenditure. Templates will be provided to all beneficiaries as part of the kick-off package.

3.2.1 The Final Technical and Financial Report

The **Final Technical** and **Financial Report** is a condition for the release of the final payment instalment. It must be submitted no later than 30 calendar days after the project end date as defined in the Sub-Grant Agreement, by the **Lead Partner** on behalf of the consortium, via the official platform of EUroBRIDGE.

Where a beneficiary anticipates that it will be unable to submit the Final Report by the deadline, it must notify the Contracting Authority in writing **at least 15 calendar days** before the deadline, stating the reasons for the anticipated delay and proposing a revised submission date. Extensions may be granted only where the delay is attributable to circumstances beyond the beneficiary's control, and will be formalised through a written amendment to the Sub-Grant Agreement. Extensions will not be granted retrospectively.

The final payment will be released **within 30 calendar days** of the written approval notice issued by the Contracting Authority following the successful completion of the assessment. The total assessment period **shall not exceed 60 calendar days** from the date of submission, excluding any period during which the assessment is suspended due to a clarification request or audit procedure.