



**EUROPEAN REGIONAL DEVELOPMENT FUND  
INVESTMENT FOR GROWTH & JOBS GOAL  
2014-2020**



**APPLICANTS RESPONSIBILITES**

**HOW ARE APPLICANTS NOTIFIED OF THE PROJECT’S APPROVAL?**

Applicants are initially informed of the Government’s decision by telephone or e-mail, at which time, a mutually convenient appointment is arranged at the offices of the EU Programmes Secretariat. During the course of this meeting the successful applicant signs and receives a copy of the Grant Offer Letter.

It is important to note that the project can **only** commence **after** a formal approval has been received.

**PROJECT PAYMENTS METHODS**

Cash transactions are **not** acceptable as an “audit trail” must be established regarding all instances of “eligible expenditure”. Payments may be effected by cheque, banker’s draft or telegraphic transfer and the corresponding evidence of the form of payment must accompany the “Claims Form” together with the invoices and receipts.

**CLAIMING PROCESS.**

The grant, or part thereof, can only be claimed after the expenditure has been incurred and payments have been effected by the applicant. Whenever eligible expenditure is incurred and the supporting documents detailed below are in place, a claim can be made (or in the event of project completion), within 2 months of conclusion. Documentation required:

- |   |                          |
|---|--------------------------|
| 1. Invoices (which match documentation presented at the application stage. If not, a valid reason is needed in writing) | <input type="checkbox"/> |
| 2. Copy of cheque and/or counterfoil  | <input type="checkbox"/> |
| 3. Copy of banker’s draft or telegraphic transfer   | <input type="checkbox"/> |
| 4. Receipts   | <input type="checkbox"/> |
| 5. Bank Statement   | <input type="checkbox"/> |
| 6. Project Progress Report  | <input type="checkbox"/> |

**FINAL CLAIM**

Each final claim must be accompanied by the Sponsor’s project final report which must include the following information:

- |  |                          |
|--|--------------------------|
| 1. Start date and completion date of the project.  | <input type="checkbox"/> |
| 2. Aims and objectives of the project.   | <input type="checkbox"/> |
| 3. Full details of the works and/or purchases associated with the project.   | <input type="checkbox"/> |
| 4. What has been the total project cost? If the project has overspent or underspent please provide reasons for this.   | <input type="checkbox"/> |
| 5. Details of any difficulties encountered and lessons learnt from the implementation of the project.  | <input type="checkbox"/> |
| 6. Has the project achieved what it set out to do?   | <input type="checkbox"/> |
| 7. Have the forecasted outputs, especially those in terms of job creation, been achieved? If not, please indicate precisely when they will be achieved. Please state the number of full-time and/or part-time jobs that have been created as a result of the project. In what capacity have the persons been employed and are they males or females? | <input type="checkbox"/> |
| 8. Benefits of the project.  | <input type="checkbox"/> |

**PROJECT CHECKS AND PUBLICITY REQUIRMENTS**

In Gibraltar there is 100% verification of all claims. Therefore each time a claim is submitted, a site visit is carried out by the EU Programmes Facilitator in order to verify the claim, check on the project’s progress and monitor the achievement of the forecast outputs.

Upon completion, the applicant is given with a commemorative plaque acknowledging the financial participation of the European Union in the project. This must be placed in a prominent location in the applicant’s premises or site. All successful applicants must make due mention of the fact that the project has been co-funded by the EU. This includes interviews, articles and any promotional material relating to the project.