

BIOPAMA Small Technical Grants (STG)

REPORTING GUIDELINES

Donors & Implementing Partners



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Introduction

The objective of these guidelines is to help beneficiaries of the BIOPAMA Action Component (hereafter BIOPAMA AC) to understand the technical, financial and administrative provisions of the BIOPAMA grant agreements for small technical grants (STG).

During the lifetime of the STG, you will be required to report on the technical and financial progress and achievements of the project.

There are 3 different types of monitoring / reporting exercises:

- **Monthly monitoring:** technical progress
- **Interim(s) report:** technical and financial achievements for the past period
- **Final report:** overall technical and financial achievements as well as report on the indicators



Technical and financial reporting go hand in hand. Payments are thus subject to the approval of technical and financial reporting. Each of the requirements is detailed below.

I. Monitoring and reporting requirements

Monthly monitoring	
Objective	<ul style="list-style-type: none"> • Complete on the portal the technical progress as regards the planned activities / deliverables and milestones defined in the project proposal • Highlight potential risks that might impact the project (calendar, resources, feasibility, contingencies, etc.)
Format	<ul style="list-style-type: none"> • Brief technical update on the status of activities (on-going / delayed / completed / cancelled)
Submission	<ul style="list-style-type: none"> • The grantee provides the updates on the dedicated page of each monthly monitoring period available in the area “Grant Monitoring and Reporting” of the BIOPAMA AC portal.
Timeline	<ul style="list-style-type: none"> • To be submitted for each month, no later than the first week of the following month

Interim report(s)	
Objectives	<ul style="list-style-type: none"> • Upload the Reports on technical and financial achievements over the reporting period as planned on the portal • Identify potential risks, which might impact the project (calendar, resources, feasibility, etc.)
Format	<ul style="list-style-type: none"> • One technical report (max. 10 pages) containing: <ul style="list-style-type: none"> ○ See Interim Report template: (see BIOPAMA AC portal) • One financial report containing: (see the generic one on the BIOPAMA AC portal)¹ <ul style="list-style-type: none"> ○ Interim report (excel table detailing expenses) ○ Supporting documents: see II.1.2 STG Financial reporting • Each interim report is accompanied by a payment request

¹ Each STG will have a customised financial report.

Submission	<ul style="list-style-type: none"> • Templates of the technical and financial reports² are available too in the Resources section of the BIOPAMA AC portal. • Once completed, the reports will be downloaded and submitted by the grantee on the dedicated page of STG in the area “Grant Monitoring and Reporting” of the BIOPAMA portal.
Timeline	<ul style="list-style-type: none"> • To be submitted online <u>within 30 days</u> following the end of each quarterly reporting period as defined in your grant agreement. • Refer to your Grant Agreement Art. 6 of the Special Conditions.

Final report	
Objective	<ul style="list-style-type: none"> • Technical report of accomplished progress <u>for the whole project duration (including all previous periods)</u> • Financial expenses <u>over the last period</u>.
Format	<ul style="list-style-type: none"> • One technical report (max. 20 pages including annexes) containing: <ul style="list-style-type: none"> ○ See Final Report template: (see BIOPAMA AC portal) • One financial report³: (see the generic one on the BIOPAMA AC portal) <ul style="list-style-type: none"> ○ Final report (excel table detailing expenses) ○ Supporting documents: • The final report will be accompanied by the last payment request
Submission	<ul style="list-style-type: none"> • Templates of the technical and financial reports will be provided by the Secretariat in due time. • Once completed, the reports will have to be downloaded and submitted by the grantee in the dedicated area “Grant Monitoring and Reporting” of the BIOPAMA AC portal.
Timeline	<ul style="list-style-type: none"> • To be submitted online <u>within 60 days</u> following the end of the project. • <u>Refer to your Grant Agreement Art. 6.2. of the Special Conditions to check the deadline.</u>

² Kindly note that each grantee will have a customized financial report. A generic template will be though available on the BIOPAMA AC portal for information.

³ Idem.

All the templates associated to medium grants, small technical grants or rapid response grants reporting are available in the resources section of the portal: <https://action.biopama.org/resources/>.

The technical reports should be completed using the templates made available to the grantees on the BIOPAMA AC portal. It is important that the technical reports reflect objectively the status of the project. This includes a short description of the activities delivered, a highlight of any foreseen delays or issues and a description of the measures that will be taken to address them.

II. Reporting and payments schedule

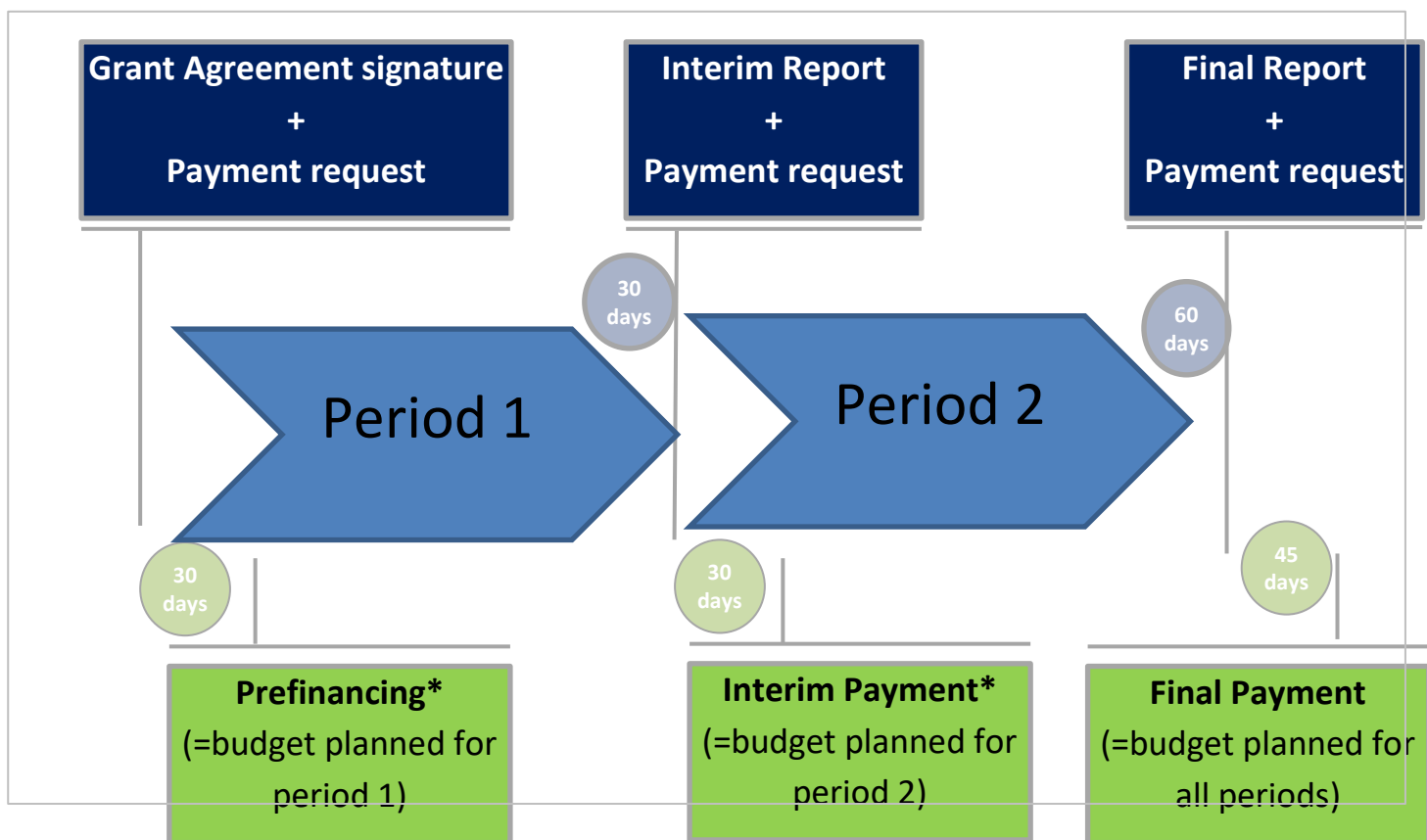
II.1 Schedule

As per the BIOPAMA AC grant agreement, the payment schedule is aligned with the schedule of periodic reports.

Pre-financing and period covered	Costs covered by pre-financing	BIOPAMA funding	Documentation required	Timeline
1st pre-financing covering the 1st reporting period	Forecast budget of the 1st reporting period	The part of the estimated budget financed by BIOPAMA applying the rate of financing as per Article 4.2 of the grant agreement.	Grant Agreement signed by both Parties Grantee's payment request	30 (thirty) days after the receipt of the documentation required
Further pre-financing instalments covering subsequent reporting periods	Forecast budget for the next reporting period minus underspend amount of the previous period	The part of the estimated budget financed by BIOPAMA applying the rate of financing as per Article 4.2 of the grant agreement.	Small Technical Grant Technical Progress report Small Technical Grant Financial Progress report Supporting documents according to the auditors' selection Grantee's payment request	30 (thirty) days after the approval of the reports

Balance of the grant	10% of the grant eligible costs	The part of the estimated budget financed by BIOPAMA applying the rate of financing as per Article 4.2 of the grant agreement.	Small Technical Grant Final Technical report Small Technical Grant Final Financial report Grantee's payment request Supporting documents.	No later than 45 (forty-five) days after the approval of the final reports
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Example of a project with 2 reporting periods.



Chronological flow:

1. **Signature of the Grant Agreement:**
 - a. The pre-financing is paid by the Secretariat within 30 days following the signature of the grant agreement by all parties.
2. **Interim report(s):**
 - a. **The complete report** (technical + financial, including the payment request) is to be submitted by the grantee on the BIOPAMA AC portal within 30 days following the end of the reporting period.
 - b. **The payment** will be made by the Secretariat within 30 days following the approval of the reports.
3. **Final report:**
 - a. **The complete report** (technical + financial, including the payment request) is to be submitted by the grantee on the BIOPAMA portal within 60 days following the end of the final reporting period.
 - b. **The payment** will be made by the Secretariat within 45 days following the approval of the reports.

The total sum of all pre-financing and interim payments may not exceed 90% of the total grant. The remaining 10% balance will be paid following the approval of the final report.

III. Finance:

III.1. STG Budget:

The budget of Small Technical Grants is structured in the following way:

Types of costs	Cost options to be used in the budget (see the budget template annex 5)
1. Personnel costs	Mandatory use of FLAT RATE COSTS option up to 10% of the direct eligible costs listed above. This is calculated automatically once the other costs are filled in.
2. Vehicles, equipment and supplies	Mandatory use of UNIT COST option (Simplified Cost Option)
3. Works/lightweight construction	Mandatory use of LUMPSUM COST option on the basis of the quote and contract signed (Simplified Cost Option)
4. Workshops, trainings, seminars	Mandatory use of LUMPSUM COST option on the basis of the quote and contract signed (Simplified Cost Option)
5. Management / Governance Assessment tool	Mandatory use of REIMBURSEMENT OF REAL COST (real cost option)
6. Subtotal direct eligible costs of the Action (1 - 5)	This is calculated automatically once the other costs are filled in.
7. Indirect costs	up to 7% of the total direct costs



Simplified Costs Option

The unit cost and lumpsum costs for items budgeted based on a simplified cost option are:

- Established prior to the signature of the grant agreement, following checks that they are plausible and reasonable.
- Validated using the data, such as vendor quotes and detailed breakdowns, provided by the applicants.

Unit values and lump sums are fixed and are not subject to changes.

1. Checks and audits

- Auditors will not check supporting documents to verify the actual costs incurred;
- Auditors will focus on a correct application of the formulas for the calculation, related inputs and relevant quantitative and qualitative information

For example:

- Does the purchased vehicle correspond to the model described in the budget?
- Has the workshop described in the budget taken place and are related deliverables produced?
- Are the construction works completed according to the specifications in the budget?

2. Record-keeping

Projects using the simplified cost option must keep all supporting documents and records related to the actual costs incurred that are necessary to establish that the grant has been effectively implemented. See Article 15.7 – 15.9 of the Grant Contract.

3. Visibility requirements

Projects using the simplified cost option must comply with visibility requirements in Attachment 4 of the Grant Contract “BIOPAMA Credit and Logo Usage Policy”.

III. 2. STG Financial reporting:

1. Type of costs 2. Vehicles, equipment and supplies

Use of **UNIT COST** option.

Example:

Approved budget:

Cost	Unit	# of units	Unit value (€)	Total cost (€)
<u>2.2.</u> Purchase of equipment - GPS	UNIT COST	10	200	2000

10 GPS items were listed in the approved budget. If only 6 GPS items are purchased during the reporting period, you must report 6 units at the agreed unit price of €200.

Reporting template:

Cost	Unit	# of units	Unit value (€)	Total cost (€)
2.2. Purchase of equipment - GPS	UNIT COST	6	200	1200

The changes in the unit cost do not affect the reporting. **The transition to reimbursement of actually incurred costs can be allowed only if the resulting total cost is equal or lower to the one in the approved budget. If the total of actually incurred costs is higher than in the approved budget, the loss will be absorbed by the grantee.**

Supporting documents:

- ✓ Contract if applicable;
- ✓ Procurement (quotes and evaluation table) if applicable;
- ✓ Invoice + delivery note + photos of the equipment.
- ✓ Any other useful information about the purchased item.

2. Type of costs 3. Works/lightweight construction

The payments for works/lightweight construction can be claimed according to the percentage of completion.

Example

Reporting template:

3.1 Works 1 - Rehabilitation of Ranger Station 1 - external and internal repairs, electricals, plumbing, water supply, labourers.	Lump sum	50%	€14,988.14	€7,494.07
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Please make sure your organisation carefully organises the schedule of payments to the service providers to avoid risks of non-performance and/or poor quality delivery. The advances must be limited, and the payments must only be done after you have accepted and verified the delivery.

Supporting documents:

- ✓ Contracts with service providers if applicable;
- ✓ Procurement (quotes and evaluation table) if applicable;
- ✓ Invoices + delivery notes + certificate of acceptance of works + photos of the completed works.
- ✓ Any other useful information about the completed works (plans, design documents, etc.) to prove they are conform to the description in the approved budget.

3. Type of costs 4. Workshops, trainings, seminars.

The full payment for events can be claimed if the event has effectively taken place and corresponds to the description in the budget justification.

The transition to reimbursement of actually incurred costs can be allowed only if the resulting total cost is equal or lower to the one in the approved budget. If the total of actually incurred costs is higher than in the approved budget, the loss will be absorbed by the grantee.

If the event is completed, input 100% in the blue cells. If the event is not completed, input 0%.

Changes to the event, for example, virtual workshops due to COVID-19 as opposed to face-to-face, **will require an amendment to the budget.**

Example

Cost	Lump sum	Total cost (€)
4.1. Workshop/training/seminar 1 < 4 days' workshop on 'Legal Field Guide for Natural Resource Practitioners'		20000

Supporting documents.

- ✓ Contracts with service providers if applicable;
- ✓ Procurement (quotes and evaluation table) if applicable;
- ✓ Invoices
- ✓ Signed lists of participants, materials and publications, photos
- ✓ Any other useful information about the completed works (plans, design documents, etc.).



Real Cost Option

The only section of the budget based on real costs is 5. Management/Governance assessment tool.

4. Type of costs 5. Management/Governance assessment tool REIMBURSEMENT OF REAL COSTS!

Example.

Cost	Unit	# of units	Unit value (€)	Total cost (€)
5.1. Management/Governance assessment tool <Consultancy>	<i>Real cost</i>	2	3500	7000

How to complete the financial report:

1. Go to the tab "Transactions list". Depending on the period, Transactions list period 1 or Transactions list period 2.
2. Fill in the cells highlighted in blue in the columns:
 - a. Invoice number – reference.
 - b. Invoice date.

- c. Description of the transaction.
- d. Invoice amount in the currency of payment
- e. Currency denomination.
- f. Exchange rate from currency of payment into EUR

All the other cells are blocked.

- 3. The tab "Financial report" is automatically populated by data from "Transactions list period 1" or "Transactions list period 2".
- 4. Fill in the cells highlighted in blue in table "Account reconciliation" tab at the bottom of "Financial report".

Supporting documents:

- | |
|---|
| <ul style="list-style-type: none">✓ Contracts with service providers if applicable;✓ Invoices and proofs of payment✓ Deliverables |
|---|

Conversion into euro from the currency of payment is relevant only to the "real" costs

To convert the costs incurred in the currency of your books :

- go to the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm

- extract csv file with the rates from local currency to euro **for the period of the report**

- **calculate the average rate and apply to the costs**

Example:

<p>The currency of the books is GBP. The report covers January to July 2019. 100,000 GBP are expended during this period. Conversion method is shown below.</p>

GBP

Decimal symbol . ,

GBP (United Kingdom)
Pound sterling

Pound sterling: Also in use for South Georgia and the South Sandwich Islands (GS).



Download in table format
Download in CSV format



EUR/GBP

GBP/EUR

Start date	End date	Currency	Rate	Equivalence
01/07/2020	31/07/2020	GBP/EUR	1.09242	1 GBP is equal to 1.09242 EUR
01/06/2020	30/06/2020	GBP/EUR	1.11448	1 GBP is equal to 1.11448 EUR
01/05/2020	31/05/2020	GBP/EUR	1.14445	1 GBP is equal to 1.14445 EUR
01/04/2020	30/04/2020	GBP/EUR	1.12486	1 GBP is equal to 1.12486 EUR
01/03/2020	31/03/2020	GBP/EUR	1.17654	1 GBP is equal to 1.17654 EUR
01/02/2020	29/02/2020	GBP/EUR	1.18789	1 GBP is equal to 1.18789 EUR
01/01/2020	31/01/2020	GBP/EUR	1.1736	1 GBP is equal to 1.1736 EUR

01/07/2020	31/07/2020	GBP/EUR	1.09242
01/06/2020	30/06/2020	GBP/EUR	1.11448
01/05/2020	31/05/2020	GBP/EUR	1.14445
01/04/2020	30/04/2020	GBP/EUR	1.12486
01/03/2020	31/03/2020	GBP/EUR	1.17654
01/02/2020	29/02/2020	GBP/EUR	1.18789
01/01/2020	31/01/2020	GBP/EUR	1.1736

Average 1.144891429

The average rate 1.14489429 is applied to 100,000GBP =

114,489.14 €

5. Type of costs 1. Personnel costs FLAT RATE.

Personnel costs are calculated at a maximum of 10% over the total of direct costs in categories 2, 3, 4 and 5. **The calculation is made automatically.**

No supporting documents are required.

6. Type of costs 7. Indirect costs FLAT RATE maximum 7% over the total direct eligible costs.

No supporting documents are required.



7. Completing financial report

a) Types of costs based on SCO:

- For types of costs based on the Simplified Cost Option the reporting template consists of :
 - **financial report**
and
 - **account reconciliation.**
- In Tab Financial report **please only complete the cells highlighted in blue**. The rest of the cells and the formulae are blocked.

b) Type of costs 5 based on real cost

- For type of costs 5. Management/Governance assessment tool REIMBURSEMENT OF REAL COST! The reporting template consists of:
 - **financial report**
 - **account reconciliation**
and
 - **transactions list.**
- In Tab Financial report **please only complete the cells highlighted in blue**. The rest of the cells and the formulae are blocked.
- **All amounts are in EURO.**
 - ✓ **Vehicles, equipment and supplies** - fill in the blue cells with the number of units purchased
 - ✓ **Works/lightweight construction** - fill in the blue cells with % of completion.
 - ✓ **Workshops, trainings, seminars** - if the event is completed, input 100% in the blue cells. If the event is not completed, input 0%.
 - ✓ **Management/Governance assessment tool** - see instructions above.
- Fill in blue cells in the tables "Reconciliation account" at the bottom of Tab Financial report.

