

Final Programme Report Template

The Final Programme Report (FPR) shall present final results, lessons learnt, financial summaries, and other relevant information as per Article 6.12 of the Regulations. The Final Programme Report is to be prepared by the Programme Operator and must be submitted through the Certifying Authority to the Financial Mechanism Office (FMO) no later than 30 April 2025. The Final Programme Report covers the entire programming period up to the end of December 2024.

The approved Final Programme Report (excluding Annexes) shall be published on the website of the National Focal Point within one month of the report's approval by the Donors. The Annexes should not be published and are for internal use only. Please write clearly and avoid abbreviations and technical jargon that will not be familiar to non-experts. Donor Programme Partners or International Partner Organisations should be consulted where relevant.

Final Programme Reports may also be published on the European Economic Area (EEA) and Norway Grants website. The FMO will use information included in the Final Programme Report for communication purposes on its website and its social media channels.

[Text for Fund Operators]

The Final Programme Report (FPR) shall present final results, lessons learnt, financial summaries, and other relevant information. The report shall be submitted to the Financial Mechanism Office (FMO) no later than two months after the end of the operational period as per Article 8.6.3. of the Programme Implementation Agreement, meaning by the end of February 2025. The Final Programme Report covers the entire programming period up to the end of December 2024.

The approved Final Programme Report (excluding Annexes) shall be published online within one month of the report's approval by the Donors. The Annexes should not be published and are for internal use only. Please write clearly and avoid abbreviations and technical jargon that will not be familiar to non-experts.

Final Programme Reports may also be published on the European Economic Area (EEA) and Norway Grants website. The FMO will use information included in the Final Programme Report for communication purposes on its website and its social media channels.

EXECUTIVE SUMMARY

Programme short name:	[Table pre-populated from GrACE]
Programme Operator:	
Host Programme Area:	
Financial Mechanism(s):	
Programme Grant in EUR:	
Programme co-financing in EUR:	
Final incurred amount in EUR:	
Final incurred rate %:	

PROGRAMME RESULTS

Programme objective [statement]

Eligible expenditure: [EUR] Amount incurred: [EUR]

Describe the issues the programme aimed to address and the importance of these issues in the national context. (Maximum 300 words)

With reference to the programme objective, analyse how the programme contributed to the overall objectives of the Grants (i) reduced social and economic disparities and ii) strengthened bilateral cooperation. (Maximum 500 words)

Analyse the expected sustainability of the main programme results. (Maximum 300 words)

Outcome 1 [statement]

Amount incurred: [EUR]

Analyse and describe the most important results achieved. Refer to project examples. (Maximum 800 words)

Describe the main challenges and lessons learnt during implementation. Refer to relevant monitoring and evaluation findings. (Maximum 400 words)

Outcome 2 [statement]

Amount incurred: [EUR]

Analyse and describe the most important results achieved. Refer to project examples. (Maximum 800 words)

Describe the main challenges and lessons learnt during implementation. Refer to relevant monitoring and evaluation findings. (Maximum 400 words)

Bilateral Outcome [statement]

Describe how bilateral partnerships contributed to results. Refer to project examples. (Please do not include the activities carried out under the Fund for bilateral relations). (Maximum 800 words)

Amount incurred: [EUR]

Describe how bilateral partnerships contributed to results. Refer to examples of bilateral initiatives. (Maximum 800 words)

Describe the main bilateral challenges and lessons learnt during implementation. Refer to relevant monitoring and evaluation findings. (Maximum 400 words)

Regional civil society initiatives [statement]

Amount incurred: [EUR]

Describe how regional civil society initiatives contributed to results. (Maximum 800 words)

Describe the main challenges and lessons learnt during implementation. (Maximum 400 words)

IRREGULARITIES

Programme Operators should check the following information. (If information is missing or incorrect, the Programme Operator can trigger a task for the Irregularities Authority, which needs to be executed before the Final Programme Report can be submitted). In cases where it is not possible to close an irregularity case before submission of the Final Programme Report, the Final Programme Report must be submitted, but the Donors may decide not to approve the Final Programme Report until the irregularity case has been closed.

Fund Operators should check the following information. In cases where it is not possible to close an irregularity case before submission of the Final Programme Report, the Final Programme Report must be submitted, but the Donors may decide not to approve the Final Programme Report until the irregularity case has been closed.

Case ID number	Reporting level	Nature of irregularity	Case opened	Status	Estimated final input to the FMO for cases not closed	Decision	Amount of financial correction
[Case id link]	[-Project; -Programme]	[-Conflict of interest; -Deviation from Programme Agreement; - Deviation from project contract; - Deviation from public procurement procedures; - Error in financial report - Fraud/ corruption;]	[date]	[-Closed; -Follow-up review; -Initial review;]	[date]	[Text from GrACE]	[Amount]

SUMMARY OF PROJECTS

Please verify the information below and [update project-level information \(PLIs\) in GrACE](#) as necessary.

		Number of projects contracted	Number of projects completed	Project grant contracted (EEA/NO Grant + national co-financing)	Project grant incurred (EEA/NO Grant + national co-financing)	Project Eligible Expenditure contracted (Includes project co-financing)	Project Eligible Expenditure incurred (Includes project co-financing)
Outcome 1	Pre-defined	[Number]	[Number]	[Amount]	[Amount]	[Amount]	[Amount]
	Contracted through open calls						
	Contracted through small grant schemes						
	Total outcome 1						
Outcome 2	Pre-defined						
	Contracted through open calls						
	Contracted through small grant schemes						
	Total outcome 2						
Total programme costs (Excluding programme management costs)							

FINAL BALANCE

Overview of programme expenditure

Please check the following information. If information is missing or incorrect, please update the annex 'Financial report for the last reporting period'.

Programme Area(PA)	Budget Heading	EEA grant	Norway grant	Total grant	Programme eligible expenditure	EEA grant contribution incurred	Norway grant contribution incurred	Total grant contribution incurred	Programme co-financing incurred	Total eligible expenditure incurred
PAX	Programme management									
PAX	Outcome 1									
PAX	Outcome 2									
PAX	Outcome 3									
	Total									

Briefly describe budget spending and, if applicable, explain underspending per programme budget heading (maximum 300 words per budget heading).

Programme management

Outcome 1: [statement]

Outcome 2: [statement]

Calculation of the final balance

	EEA Grants	Norway Grants	Total
Total reported eligible expenditure of the programme			
Total eligible expenditure incurred			
(-) Total (national) programme co-financing incurred (XX% rate)			
(=) Total grant contribution incurred (XX% grant rate)			
Amounts to be deducted from the total grant contribution¹			
(-) Total advance and interim payments to the programme from the Donors			
(-) Any co-financing from sources other than the Donors/national ²			
(-) Total interest earned reported			
Final balance			
(=) Final balance payable to the Programme Operator / Fund Operator			
(=) Final balance payable to the Donors			

¹ Any funds reimbursed from Project Promoters to the Programme Operator, not paid to other projects or reimbursed to the FMO (ref. Article 9.4.1(b)(iv) of the Regulation) should be reported as negative adjustments in the Financial report for the last reporting period (Annex 1). In this case, such funds will be subtracted from the 'Total eligible expenditure incurred' of the programme.

² For example, financing from EU structural funds or other EU sources, from the Swiss contribution, etc. This row includes only the financing incurred during the programme eligibility period.

ANNEXES

*In the Annexes, please fill in the blue cells. The white cells are prepopulated with the latest information in GrACE. If you need to update data in the white cells, please do this by updating data in GrACE. The Annexes are intended **for reporting purposes only** and will not be published by the National Focal Point as they are not covered by the obligation laid out in Article 6.12.4 of the Regulation.*

Annex 1: Financial report for the last reporting period

This annex refers to the reporting period starting as of the end of the reporting period of the latest submitted interim financial report to the FMO (i.e., as of 1 July 2024 if the last Interim Financial Report has been submitted) and ending on the date the programme was effectively finalised, at the latest on 31 December 2024.

Have budget flexibility measures been applied? [tick box]

Please note that the "programme eligible expenditure after the flexibility measures have been applied" column in the table below is to be filled in manually, if applicable. These values will be used as reference for the "total budget" in all subsequent tables.

	Programme eligible expenditure as per Programme Agreement	Programme eligible expenditure after the flexibility measures have been applied
Programme management		
Outcome 1		
Outcome 2		
....		

Part A - Statement of actual expenditure incurred and interest earned

Incurred expenditure - summary

Start date of incurred expenditure period: [Date]

End date of incurred expenditure period: [Date – user input]

	Previously incurred expenditure	Incurred this period	Total to date	Total Budget	Available balance
Eligible expenditure					
Financial Mechanisms					
EEA Grants					
Norway Grants					
Co-financing					

Incurred expenditure – details

Programme management

	Reporting period (MM/YYYY)	Eligible expenditure	
Total		[national currency if applicable]	[total in EUR]

Describe the actual expenditure incurred (costs associated with programme closure activities, salaries, evaluation of applications, organisation of information seminars or other activities). (Maximum 300 words)

Please report in the table below any remaining adjustments relevant for this budget heading. They will be considered for the calculation of incurred expenditure and as such included in the calculation of the final balance.³

Adjustments

³ More details on recording of adjustments is provided in GrACE User Manual for Interim Financial Reports, section 2.1.1.

MM/YYYY adjusted	Adjustment type	Description	Adjustment (amount) ⁴

Summary

	Previously incurred expenditure	Incurred this period	Total to date	Total Budget	Available balance
Eligible expenditure					
Grant (85%)					
<i>EEA Grants</i>					
<i>Norway Grants</i>					
Co-financing (15%)					

Outcome 1: [Statement]

	Reporting period (MM/YYYY)	Eligible expenditure	
Total		[national currency if applicable]	[total in EUR]

Describe the actual expenditure incurred, such as expenditure per call/pre-defined project, explanations for significant deviations from planned spending in the reporting period, and information on any payments for activities delivered after 30 April 2024. (Maximum 500 words)

Please report in the table below any remaining adjustments relevant for this budget heading. They will be considered for the calculation of incurred expenditure and as such included in the calculation of the final balance.

Adjustments

MM/YYYY adjusted	Payment to project	Adjustment type	Description	Adjustment (amount)

Summary

	Previously incurred expenditure	Incurred this period	Total to date	Total Budget	Available balance
Eligible expenditure					
Grant (85%)					
<i>EEA Grants</i>					
<i>Norway Grants</i>					
Co-financing (15%)					

Outcome 2: [Statement]

	Reporting period (MM/YYYY)	Eligible expenditure

⁴ Beneficiary States not using the euro will report in their local currency. GrACE will provide additional columns for that purpose.

Total		[national currency if applicable]	[total in EUR]
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Describe the actual expenditure incurred, such as expenditure per call/pre-defined project, explanations for significant deviations from planned spending in the reporting period, and information on any payments for activities delivered after 30 April 2024. (Maximum 500 words)

Please report in the table below any remaining adjustments relevant for this budget heading. They will be considered for the calculation of incurred expenditure and as such included in the calculation of the final balance.

Adjustments

MM/YYYY adjusted	Payment to project	Adjustment type	Description	Adjustment (amount)

Summary

	Previously incurred expenditure	Incurred this period	Total to date	Total Budget	Available balance
Eligible expenditure					
Grant (85%)					
EEA Grants					
Norway Grants					
Co-financing (15%)					

Interest Earned

Interest generated on accounts established by the Programme Operator/Fund Operator for funds intended for regranting for 2024

Norway Grants	EEA Grants	Total
€ 0.00	€ 0.00	€ 0.00

Interest generated on accounts established by the Programme Operator/Fund Operator for funds intended for regranting for 2025 (from 1 January until the submission of the Final Programme Report or until an earlier date if reporting until the Final Programme Report date is not possible)⁵

The date until which the interest is reported for 2025: [date].

Norway Grants	EEA Grants	Total
€ 0.00	€ 0.00	€ 0.00

Cumulative interest generated on accounts established by the Programme Operator/Fund Operator for funds intended for regranting

Norway Grants	EEA Grants	Total
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⁵ In line with Article 9.4.5 of the Regulations, any interest earned on the bank account of the Programme Operator between the date of the Final Programme Report and the reimbursement date (either to the Donors or to the Beneficiary State) will also be included in the reimbursement. The FMO will contact the Certifying Authority before making the payment or issuing a debit note to request information on the remaining amount of the accumulated interest.

€ 0.00	€ 0.00	€ 0.00
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Please add any comments on interest earned:

Programme Operator

Full legal name: [Full legal name]

I certify that I am duly authorised to sign this financial report for the last reporting period. I have thoroughly reviewed the actual expenditure incurred declared in Part A and confirm that the information provided is accurate. I confirm that this programme is carried out as described in the Programme Agreement and that the incurred expenditure is correctly represented.

Please describe the overall implementation status since the last Interim Financial Report, including milestones during that reporting period. (Maximum 300 words)

Question	Answer	Comment
Management and control systems of the Programme Operator set up fulfilling the general principles set out in the Regulation and approved by the National Focal Point (Art 5.7)	[Yes; No; N/A]	[Text]
Separate interest-bearing bank accounts dedicated to the funds intended for regranting established and maintained (Art 5.6.1 (m))		
Information and publicity obligations fulfilled (Art 3.3)		
Monitoring and verifications conducted to ensure quality and/or regularity of implementation (Art 5.6.1 (g) and Art 5.6.2)		
Annual monitoring of a sample of projects conducted (Art 5.6.1 (i))		
Project-specific statistical data is entered and up to date in the reporting database (Art 5.6.1 (s))		
Special conditions and Programme-specific rules set out in the programme agreement fulfilled (Art 5.6.1 (x))		
All irregularities, their investigation and any remedies taken reported (Art 5.6.1 (v))		

For the Programme Operator:

Signed in:	[place]
Signed on:	[date]
Signature:	[signature]
Signatory:	[Name]
Signatory job position:	[Role]

Certification of actual expenditure incurred and co-financing

Financial report for the last reporting period	
Start date of incurred expenditure period:	[dd/mm/yyyy]
End date of incurred expenditure period:	[dd/mm/yyyy]
Actual expenditure incurred this period:	[€]
Co-financing committed to date:	
Co-financing for incurred expenditure paid to date:	[€]
Interest earned 2024:	[€]
Interest earned 2025:	[€]

The Certifying Authority hereby certifies that:

- (i) the summary of eligible expenditure submitted by the Programme Operator is in full conformity with the supporting documents;
- (ii) the supporting documents have been examined and found to be authentic, correct and accurate;
- (iii) the summary of eligible expenditure is based on verifiable accounting which complies with generally accepted accounting principles and methods;
- (iv) the summary of eligible expenditure falls within eligible expenditure under the Regulation for the implementation of the EEA / Norwegian Financial Mechanisms 2014-2021;
- (v) the summary of expenditure is incurred as part of the implementation of the Programme in accordance with the Programme Agreement;
- (vi) sufficient audit trail exists;
- (vii) co-financing committed to date has been made available;
- (viii) co-financing in relation to incurred expenditure has been paid;
- (ix) when relevant, that the interest earned at Programme Operator account is correct.

For the Certifying Authority

Signed in:	[place]
Signed on:	[date]
Signature:	[signature]
Signatory:	[Name]
Signatory job position:	[Role]

Fund Operator

Full legal name: [Full legal name]

I certify that I am duly authorised to sign this financial report for the last reporting period. I have thoroughly reviewed the actual expenditure incurred declared in Part A and confirm that the information provided is accurate. I confirm that this Programme is carried out as described in the Programme Implementation Agreement and that the incurred expenditure is correctly represented.

The Fund Operator hereby certifies that:

- (i) the summary of eligible expenditure submitted by the Fund Operator is in full conformity with the supporting documents;*
- (ii) the supporting documents have been examined and found to be authentic, correct and accurate;*
- (iii) the summary of eligible expenditure is based on verifiable accounting which is in compliance with generally accepted accounting principles and methods;*
- (iv) the summary of eligible expenditure falls within eligible expenditure under the Programme Implementation Agreement;*
- (v) the summary of expenditure is incurred as part of the implementation of the Programme in accordance with the Programme Implementation Agreement;*
- (vi) sufficient audit trail exists;*
- (vii) when relevant, that the interest earned at Fund Operator account is correct.*

Overall implementation status (including milestones) since the last Interim Financial Report (Maximum 300 words)

Question	Answer	Comment
Management and control systems of the Fund Operator set up under Art. 2.1 b) of the Programme Implementation Agreement	[Yes; No; N/A]	[Text]
Separate interest-bearing bank accounts dedicated to the funds intended for regranting established and maintained		
Information and publicity obligations fulfilled		
Monitoring and verifications conducted to ensure quality and/or regularity of implementation		
Annual monitoring of a sample of projects conducted		
Project-specific statistical data is entered and up to date in the reporting database		
Special conditions and Programme-specific rules set out in the Programme Implementation Agreement fulfilled		
All irregularities, their investigation and any remedies taken reported		

Annex 2: Communications

Best projects

Please list the five projects you think were the most successful in achieving their objectives. Please update the Programme Level Information (PLI) for these projects carefully so they include high quality qualitative data. These PLIs will be promoted directly on the EEA and Norway Grants website and through other communications material. (Note: for programmes that only had a few projects, consult with your Programme Manager how many PLIs should be marked as 'best projects').

Project title	Project code	Project promoter	Confirm the PLI is updated in GrACE
[Text field]	[linked to PLI in GrACE]	[Text field]	[Tick box]

Communication activities

Please describe the most important communication activities (both offline and online) undertaken by the Programme Operator/*Fund Operator* and why these were useful. Maximum 500 words

Please fill the number of project stories published on your website/webpage in the reporting year 2024

Media coverage

Please add links to examples of local, regional, or national media coverage of the programme.

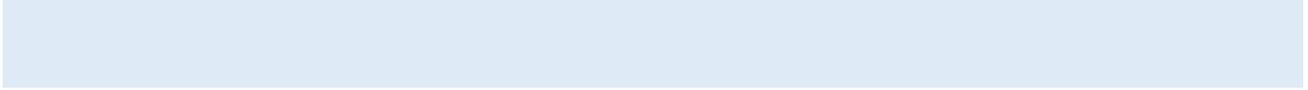
Website and social media

Link to programme website	Total number of page views in the reporting year 2024
[Text field]	[Input field]

Platform	Link or account handle	Number of posts published in the reporting year 2024	Number of followers
[Dropdown: Facebook Twitter/ X Instagram LinkedIn Snapchat TikTok YouTube Other]	[Text field]	[Input field]	[Input field]

5. Visuals

Please add links to interesting programme- and/or project-related multimedia assets in EEA and Norway Grants media library (eealibrary.org) that can be used for communication purposes by the Donors and the FMO. If you have not done so already, please add the assets to the media library on eealibrary.org before adding a link.



Annex 3: Evaluation report

Please upload relevant evaluation report(s). If the report is in a language other than English, please provide an English language version of the Executive Summary.

Title	Date of report	Website link to the evaluation	Upload a copy of the report
[Text box]	[Date]	[link]	[upload button]

Annex 4: Results Framework achievements

Objective:		[Objective statement]	[Eligible expenditure:]	[Amount incurred:]				
Outcome 1:		[Outcome statement]						
Indicator	Unit of measurement	Baseline value	Previous achievement value	Achievement values at the end of the programme			Target value	Briefly comment on significant differences between achievement values and target values
				Numerator	Denominator	Achievement value		
[indicator label]								
[indicator label]								
Output 1.1:		[Output statement]						
[indicator label]								
[indicator label]								

Annex 6: Partially completed projects

This annex applies to partially completed projects as well as projects that have been terminated with incurred costs.

Please review the following information on partially completed projects which is pulled from the Project Level Information (PLI) form in GrACE. Please update the PLI form as necessary by clicking on the project code link below. Clearly describe the reason why the project was partially completed and provide an assessment of the viable and identifiable components of the project.

If a project has not been completed on its final date of eligibility, the Programme / Fund Operator shall ensure that funds are made available to complete the project in a timely manner. If such funds cannot be guaranteed, the Programme / Fund Operator shall reimburse to the Donors the financial contribution paid to the project. If, at the final date of eligibility of project expenditure, clearly identifiable and viable components of the projects have been completed, the Donors may waive, in full or in part, their right to reimbursement. Therefore, only costs associated with viable and identifiable components can be included in the final balance. Any expenditure related to non-viable or non-identifiable components will not be accepted as eligible for the calculation of the final balance. The FMO may request additional information if the information provided is not considered sufficient. Please see further details in the Guidance on Closure.

For partially completed pre-defined projects or other projects receiving a grant equal to or greater than EUR 2,000,000 (including national co-financing but excluding project co-financing), a detailed form must be uploaded including the following:

- Description of planned activities and their completion status
- Planned budget and incurred amounts per activity
- Planned targets and actual results
- Reasons for non-achievement
- Assessment of the viable and identifiable components per activity

The template for this form is included in Annex 1 to the Closure Guidance.

Please also upload any relevant supporting material (reports, photos etc.)

Project code	Project name	Project grant contracted ^f	Project grant incurred	Reason for partial completion	Upload the form and supporting files on viable and identifiable components
[link to PLI in GrACE]	[Text]	[Amount]	[Amount]	[Text, inserted from PLI in GrACE]	[Upload button for multiple files]

For partially completed non-predefined projects receiving a grant of less than EUR 2,000,000 (including national co-financing but excluding project co-financing):

The template for this form is included in the Annex 2 to the Closure Guidance.

^f For PDPs, the amount should be based on the Programme Agreement at the time the FPR is done.

Project code	Project name	Project grant contracted	Total project grant incurred	Reason for partial completion	Upload the form containing the summary of the assessment made by the Programme Operator to accept eligible costs under the project
[link to PLI in GrACE]	[Text]	[Amount]	[Amount]	[Text, inserted from PLI in GrACE]	[Upload button for multiple files]

Annex 6: Partially completed projects (for ACF Fund Operators)

This annex applies to partially completed projects as well as projects that have been terminated with incurred costs.

Please review the following information on partially completed projects which is pulled from the Project Level Information (PLI) form in GrACE. Please update the PLI form as necessary by clicking on the project code link below. Clearly describe the reason why the project was partially completed and provide an assessment of the identifiable components accepted as eligible, including their necessity and proportionality as per Article 4.2. of the Programme Implementation Agreement.

For partially completed projects

The template for this form is included in the Annex to the Closure Guidance.

Project code	Project name	Project grant contracted	Total project grant incurred	Reason for partial completion	Upload the form containing the summary of the assessment made by the Fund Operator to accept eligible costs under the project
[link to PLI in GrACE]	[Text]	[Amount]	[Amount]	[Text, inserted from PLI in GrACE]	[Upload button for multiple files]

Annex 7: Conditions and special concerns

Please check the programme agreement conditions information below and briefly describe the measures taken to fulfil each condition.

Description	Tracking	Marked as fulfilled in GrACE	Date of fulfilment	Briefly describe the measures taken
[Condition 1]	[-Continuously tracking; -One-time fulfilment;]	[-Yes; -No; -N/A;]		

Compliance with Programme Implementation Agreement conditions

For programmes under the Active Citizens Funds only, please also describe here how the country-specific concerns described in Annex II to the Programme Implementation Agreement have been addressed

Please describe how MoU special concerns have been addressed in the programme and explain any significant deviations [max 300 words].