



INTERIM REPORT FOR MULTI-YEAR FUNDING

ONLY REQUIRED IF YOUR PROJECT IS FUNDED BEYOND DECEMBER 31!



Deadline:

For all projects that, according to the funding agreement or through later extensions of the funding period, receive funding beyond December 31, an interim report must be submitted by the **end of March** of the following year.

If your project ends **before March** 1 of the following year, no interim report is required. In that case, you can go straight to the final report (see checklist “Proof of use” / “Verwendungsnachweis”).



Scope of the report:

The interim report includes a comparison of planned vs. actual expenses (up to December 31) and a one-page report on the project activities/goals achieved so far and the necessary expenses.

The planned vs. actual comparison includes all project expenses from the official project start date (as stated in the funding agreement) through December 31.

If a full second year of funding is granted, the second interim report will cover the period from January 1 to December 31 of the second funding year.

If the second funding year ends before December 31, no second interim report is required. In that case, you go straight to the final report (see checklist “Proof of use” / “Verwendungsnachweis”).

You may submit a printout from your own accounting system as the supporting document list or use our Excel template “Interim Report” / “Zwischennachweis”.

Submitting receipts is not required for the interim report.



Important:

The planned vs. actual comparison of the interim report must be legally signed. A digital signature is acceptable.

Please ensure that the signatory is authorized to sign on behalf of the applicant.