



CREATIVE FORCE FINANCIAL REPORT

Project title:	Registration number, SI application:
Grant recipient:	Registration number, grant recipient:
Contact person, grant recipient:	Authorised signatory, grant recipient:

BUDGET ITEMS	AGREED BUDGET	ACTUAL COSTS	DEVIATION
Budget for the Swedish organisation(s)	(in SEK)	(in SEK)	
International travel, visas and similar costs			
Local transportation (domestic)			
Food and subsistence			
Accommodation			
Conference room expenses			
Equipment and supplies			
Project management/fees (incl. social security contributions)			
Project administration			
Information expenses			
Translation, interpreters (external)			
Expert participation (external)			
Audit costs (external)			
Evaluation costs			
Other costs			
Subtotal Swedish organisation(s)			
Budget for international partner organisation(s)			
International travel, visas and similar costs			
Local transportation (domestic)			
Food and subsistence			
Accommodation			
Conference room expenses			
Equipment and supplies			
Project management/fees (incl. social security contributions)			
Project administration			
Information expenses			
Translation, interpreters (external)			
Expert participation (external)			
Audit costs (external)			
Evaluation costs			
Other costs			
Subtotal international partner organisation (s)			
TOTAL COSTS			

TRANSFER OF SI FUNDING	SUM (in SEK)		
Total amount transferred to partner organisation(s)			

FINANCIAL OUTCOME	INCOME (in SEK)	COSTS	DIFFERENCE
Total amount granted by the Swedish Institute			
Interest income - Swedish organisation(s)			
Exchange rate gains or losses			
Total costs			
TOTAL FINANCIAL OUTCOME			

NOTES

Method used to calculate the amount of working time debited from the project budget.

Method used to calculate exchange rate differences.

DEVIATIONS

Explain deviations of more than 10 % between the agreed budget cost and actual cost for any budget item.

PLEASE FILL IN THIS SECTION BY HAND BEFORE POSTING TO THE SWEDISH INSTITUTE

To be filled in by the grant recipient

Place and date

Signature of person authorised to sign for the grant recipient

Clarification of signature (name in block letters)

To be filled in by an authorised auditor (NB: only mandatory for projects with SI funding in excess of SEK 100,000)

Place and date

Signature of external, independent and certified (authorised) auditor

Clarification of signature (name in block letters) and title

GUIDELINES

BUDGET ITEMS

The financial report should only include costs financed by the Swedish Institute. Non-relevant items should be left empty. Only costs for activities that took place during the agreed project period may be included in the financial report.

AGREED BUDGET (in SEK)

Enter the original agreed budgeted cost in SEK (use numbers only) of the budget item for which SI funding has been received.

ACTUAL OUTCOME (in SEK)

Enter the actual cost in SEK (use numbers only) of the budget item.

DEVIATION (in %)

Deviations between the agreed budget and actual outcome are calculated automatically. Deviations of more than 10 % for any budget item must be explained.

Budget for the Swedish organisation(s)

Enter the costs for all Swedish partner organisations in the project (including the grant recipient).

Budget for international partner organisation(s)

Enter the costs for all international partner organisations in the project.

TRANSFER OF SI FUNDING

If SI funding has been transferred to a partner organisation in Sweden or abroad, the total sum in SEK (use numbers only) shall be entered here.

FINANCIAL OUTCOME

Difference between the sum granted by SI and the actual outcome. Funds that have not been used and have accrued interest income shall be repaid to SI if the amount is in excess of SEK 1,000.

Interest income - Swedish organisation(s)

Interest income earned by the Swedish organisation(s) (including the grant recipient) from the SI grant.

Exchange rate gains or losses - Swedish organisation(s)

Exchange rate gains or losses from the SI grant shall be reported here. The method used to calculate exchange rate differences shall be explained in a note.

DEVIATIONS

Deviations of more than 10 % between the agreed budget cost and actual cost for any budget item financed by the Swedish Institute must be explained.