
CREATIVE FORCE

INSTRUCTIONS FOR FINANCIAL REPORTING OF COLLABORATIVE PROJECTS

FINANCIAL REPORT

You (the grant recipient) are responsible for submitting a financial report to the Swedish Institute (SI) in accordance with the Agreement between SI and the grant recipient.

You can download the correct Financial Report form from SI's website:
<https://si.se/en/apply/funding-grants/creative-force/>. See FAQ 24 or 25.

In the financial report you must compare the actual financial outcome of the project with the agreed project budget approved by SI. Important: Make sure you base your report on the correct (latest) version of the agreed budget.

You must have documentation in the form of receipts/bills for all budget costs for the project. Your auditor must have access to these, but you should not send them to SI.

Explain the method used to calculate exchange rate differences under Notes in the financial report. Enter any exchange rate gains or losses on the appropriate budget item line in the section Financial Outcome. The same applies to any interest income which has accrued from the SI grant.

When you have completed the financial report, it must be scrutinised by the same independent auditor who is carrying out the audit of the project. (See separate Audit Instructions on SI's website.)

The financial report must be signed by a person who is legally authorised to sign for the grant recipient (organisation) or by an authorised representative of the grant recipient. It must also be signed by the auditor.

ADDITIONAL REQUIREMENTS IF YOU HAVE TRANSFERRED SI FUNDING TO A PARTNER ORGANISATION

On the Financial Report form (under Transfer of SI Funding) you should enter the sum that you have transferred to a partner organisation in Sweden or abroad (Important: not less than SEK 100,000).

If you made such a transfer, you should also have a signed agreement with the partner organisation which contains the same requirements as those stipulated in your Agreement with SI.

The money you have transferred must be audited in the country it was sent to. This local audit must be sent to the project's Swedish auditor for approval.

OTHER REQUIREMENTS

The grant recipient shall comply with Swedish accounting and tax regulations.