
Creative Partnerships Programme

Instructions for financial reporting of cooperation 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-partnerships-eng/#faq>

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). It must also be signed by the auditor.

Send the signed financial report and audit to creativepartnerships@si.se.

Additional requirements if you transfer SI funding to a project partner

On the Financial Report form you should enter any sum that you have transferred to a project partner in Sweden or abroad (Important: you may not transfer less than SEK 200,000). If you made such a transfer, you should also have a signed transfer agreement with that project partner.

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

Other requirements

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