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## Creative Partnerships Programme

### Instructions for financial reporting – Seed funding

#### Financial report

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

The report should only cover costs which arose during the project period. You must have documentation in the form of receipts/bills for all costs, 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 against the appropriate budget item in the section Financial Outcome.

The financial report shall be signed by a person who is authorised to sign for the grant recipient (organisation).

#### Certification of financial report

Complete the Certification of Financial Report form (which you can download from SI's website).

Send the signed Financial Report and the signed Certification of Financial Report to [creativepartnerships@si.se](mailto:creativepartnerships@si.se).

#### Other requirements

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