



# Project closure

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**Training session for beneficiaries of the First Call**  
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# Project closure

Following the project's ending date, and within 3 months after that date, a final Progress Report and payment claim related to the last implementation period must be submitted by projects.

- ✓ Specific statement: Final Implementation Statement and Reimbursement Claim;
- ✓ 3 months: project's administrative closure.



# Project closure

By project's end date is meant that:

- ✔ All activities related to the content of the project must be completed (final meetings and events included);
- ✔ All payments must be made, that is, debited from the bank account.



# Project closure

## Costs

Up to 3 months after the ending date of the project, the “administrative closure”, must be completed, costs referring to these activities are eligible if:

- ✓ The expenditures are paid out, certified and included in the final report.

Only the following expenditures:

- ✓ First Level Controller;
- ✓ Staff costs necessary for the administrative closure.

# Project closure

## Planning



### Example:

- ✓ Project end date 31st December 2023;
- ✓ Costs for Project closure (FLC+Staff) until 31st March 2024 (expenditures to be certified and validated);
- ✓ Deadline to submit the final report 31st March 2024.



# Project closure

## Net revenues

- ✓ The revenues generated during the implementation period of the project need to be reported at the latest with the final project payment claim.



# Project closure

## Balance payment

- ✓ Payments to beneficiaries are processed according to the financial availability of the Payment Authority, being made up to the limit of 95% of the partner ERDF.
- ✓ The payment of the respective balance (5%) will be retained by the MA, until the approval of the final payment claim and confirmation of the execution of the operation under the terms provided for.

# Project closure

## Planning

To take on account approaching the project's last implementing year:

- Preparation for the closing phase!
- All partners must have an FLC assigned (!)
- It is compulsory that at least one of the FLC' checks must be on site (on-the-spot / virtual)
- Final report will be last chance to submit expenses
- If applicable, report of revenues
- Partners who do not validate expenditures in time may be excluded by the lead partner in the final report PPR
- Expenditure must be incurred and paid by the end date of the project (except the *costs for project closure*)



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