



Project Closure Procedure

Please find herewith information in detail that will help Lead Partners (LPs) to “close” their projects properly, providing to the Managing Authority (MA) / Joint Technical Secretariat (JTS) the necessary data on the performance, results and impacts of the entire implemented project. This material will also be used by the MA / JTS of the ETCP “Greece-Italy 2007-2013” in order to:

- disseminate and communicate the Programme’s outcomes,
- improve the implementation procedures on Project / Programme level and
- pave the way for setting strategies and priorities for the next Programming Period.

For these reasons, Project Lead Partners are recommended to place significant emphasis on their projects’ added value and highlight the benefits drawn by the project outcomes on the different target groups within the Programme area. It is essential that LPs read carefully the uploaded (attached) files and use the “FAQs” section as the appropriate way to answer any potential question related to the closure procedure.

The “[Project Closure Procedure](#)” Section is consisting of the following:

- [Project Closure Manual](#)
- [Annex I – Project Final Report](#)
- [Final Application Form](#)
- [Letter of Acceptance](#)
- [Project Closure Procedure.ppt](#)
- [Frequently Asked Questions \(FAQ\)](#): Partners can use JTS e-mail (jts_grit@mou.gr) in order to send their questions. All questions will be grouped and the answers will be uploaded in this FAQ section.

The final Application Form (AF) must be completed with all the updated information, according to the actually implemented activities. For those parts, where information is requested that is similar to the final Project Report (i.e. Information and publicity, Sustainability of results, Added value, Impact on target groups), beneficiaries must

include a brief description (within the AFs). It is worth mentioning that all tables related to the budget must be filled in with the actually verified costs, incorporating any results of audit (control) findings.

All the relevant documentation (material), which is the following:

1. Final Project Report
2. Final Application Form
3. The accompanying Progress Report (it contains only financial data related to the pending certificates, without any physical description at all)
4. Project Final Deliverables in electronic format
5. Communication material, in accordance with the "[Information and Publicity Guidelines for Project Partners](#)",

must be submitted to the MA/JTS within one (1) month after the issuance of all verified expenditure certificates of all project partners. The "Project Final Report", the "Final Application Form" and the accompanying "Progress Report" must be submitted electronically and in hard copy, signed and stamped by the Legal Representative of the Lead Partner.

Last but not least is LPs' obligation for submitting to the MA/JTS the communication material, mentioned above (point 5), associated with the relevant project's actions, such as communication plan, brochures, video, quality photos of projects in operation (preferably with people who participate and make use of projects' actions), etc., in accordance with the "[Information and Publicity Guidelines for Project Partners](#)" and the institutional framework. The communication material must be sent by post / courier in electronic (CD, DVD or USB) and printed form (sending an indicative sample of all produced material: e.g. a pamphlet, a booklet, an events' poster, etc).

All the documents must be included in a package, comprising the five (5) different sub folders / envelopes aforementioned (e.g. 1. Final Project Report, 2. Final Application Form, etc) and accompanied by a cover letter with a protocol number, where its contents will be referred. The sub folders / envelopes must bear the relevant titles and numbering 1 to 5. The package, sent to the MA/JTS (address: Leof. Georgikis Scholis 65, Tel.: +30 2310 469 600, Fax: +30 2310 469 602, www.greece-italy.eu, its_grit@mou.gr) and addressed to the respective officers (Project Officer and Communication Officer), must bear the project acronym, the project title and the name of the Lead Partner (LP's entity).

Important note: The above instructions concern all projects implemented under all Axes.

For further information and the relevant files of the "Project Closure Procedure" Section, please visit "News" on the Programme's website (link: <http://www.greece-italy.eu/index.php/news/108-project-closure-procedure.html>).