



Administrative Closure Checklist

Please enclose the following documentation at the latest with the extra financial report. The reception of this documentation is necessary for the payment of the final balance.

Please tick each box once you have enclosed each requested document.

LIST OF DOCUMENTS TO SUBMIT	
Bank statements proving the reception of ERDF contribution by the Lead Partner following each payment done by the Certifying Authority	
Bank statements or equivalent legal document proving the transfer of ERDF contribution by the Lead Partner to each Project Partner following each payment done by the Certifying Authority	
Bank statements or equivalent legal document proving the reception of ERDF contribution by each Project Partner following the transfers done by the Lead Partner	
(Only for Project Partners and/or Lead Partners receiving match-funding from an external source) Bank statements or equivalent legal document, for each Partner concerned, proving the reception of the match funding coming from the external source/s according with the information provided in the last approved Application Form	
(Only for Projects generating revenues after the Project's end) An Action Plan providing an estimation of the net revenues that will be generated by the Project in the 5 years following the Project's end. The Action Plan must be based on a cost-benefit analysis targeted on the project and must include a declaration guaranteeing that all revenues generated within 5 years following the Project's closure will be declared to the Joint Technical Secretariat and will be deducted from the eligible costs.	
Final Match Funding Statement Each Project Partner shall certify that it did not receive any other Community funding for the activities scheduled in the action plan, any additional funding from any public or private sources that would exceed the amount of match funding which was to be provided as the initial match funding and states for each cofunding sources its origin, name, the legal status of the cofunding organisation and the amount.	