Guidelines on compiling the proof of use

Engagement Global/bengo

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The following guidelines provide information, explanations and guiding questions designed to help you draft a proof of use based on the funding requirements of the Federal Ministry for Economic Cooperation and Development (BMZ) for German private executing agencies.

As with project applications, fund requests, amendment requests and interim reports, the proof of use must be submitted online in German via Engagement Global's application portal at www.antragsportal.de, and a legally binding, signed, printed copy is to be sent by post to the Central Programme Service of Engagement Global.

The report should be a concise and meaningful presentation of the overall project implementation, and should provide a comparison of the project outcomes and impacts with the initial situation at the time of application, the planned measures and requested expenditures. **The content of a proof of use must stand alone; accordingly, it should contain information about the entire course of the project.** This information is used firstly to assess the content of the project and the changes initiated by the measures, as well as their sustainability, and secondly to assess the eligibility for grant funding of the invoiced expenditure, in accordance with the applicable funding requirements, including the Special Ancillary Provisions (BNBest-P/Private Executing Agencies).

The proof of use consists of two parts:

- **Part I – an online form in the application portal** for directly entering data, primarily the financial report. Here you will find the data from the most recent financial plan and compare it with the actual expenditures at the end of the project.
  Tip: Please have the following ready: your most recent financial plan (application and on-lending agreement, or amendment application and agreement, if applicable) and the calculated totals of your actual expenditures for the individual expenditure items. This will enable you to easily verify whether the pre-filled plan amounts in the application portal match the final plan amounts, and quickly enter the actual expenditures.
- **Part II – the status report covering the entire course of the project and the outcomes achieved.** You will find a link to the form (MS Word document) in the application portal. The completed form should not exceed 15 pages in MS Word format. Use of the form is mandatory.

These guidelines use the second person plural ('you') to address the reader. In this context, this refers to both your organisation in Germany (private executing agency) and your partner organisation in the project country (project partner). Since project completion, including accounting, is usually based on the project partner's project management, close coordination is required.

The proof of use is to be drafted by the German private executing agency, which is accountable to Engagement Global under the terms of the signed on-lending agreement.

Structure of the proof of use

Part I – Financial report (web form in the application portal)

Part II – Proof of Use Status Report (text document)

Part I – Financial report (web form in the application portal)

The financial report is compiled in the application portal. Please enter the relevant figures in the fields provided for this purpose. Each section must be completed in order to proceed to the next in the online form. We therefore recommend that you are well prepared and have all the requisite documents ready to hand. You can save a draft at any time and continue working later. When all required fields are filled out and all required attachments have been uploaded, you can print a copy for a final review.

The text form for the status report (Part II) can be downloaded as an MS Word document by clicking on the link above the 'project title' field in the application portal.

Project title

The title is automatically taken from your application and cannot be changed. Please review the information entered, and click on 'continue' or, if there are any inconsistencies or questions, contact bengo.

Project duration

The duration of your project is taken from your on-lending agreement or, if applicable, from the last agreed amendment and cannot be altered within the scope of the proof of use.

Date of final expenditure claim

Please note that any expenditure outside the contractually agreed period is strictly ineligible for funding. There are only a few clearly defined exceptions that may be made for expenditure outside the project period. These include, for example, payment for an independent audit of the overall project after the end of the project, if this was requested. If you have incurred such expenditures after the contractually agreed project end date, enter the date of the last expenditure receipt in the space provided here. If you have entered a date after the project end date here, you must enter an explanation of the reason for expenditure after the project end date in the field provided in order to continue with further entries.

If you have multiple expenditures after the project end date, list the receipt numbers and an associated explanation.

1. Financial report: Expenditure accounts

The various, project-specific budget lines for the individual approaches (capital expenditures, operating expenditures, personnel expenditures, project support trips, evaluation/feasibility study, if applicable) are taken here from the latest valid financial plan. The pre-filled target expenditures cannot be changed. Please enter the actual expenditures incurred for each budget line, including cents. If – contrary to plan – no expenditure has been incurred for one of the line items, please enter '0.00' to continue.

It is possible, in general, to insert new budget lines. However, please note that the introduction of new expenditure items must be approved in advance. These expenditure items will not be eligible for funding without the approval of Engagement Global.
Line item totals and project expenditures are automatically calculated based on the expenditure amounts you specify in the project-specific budget lines. The deviation of actual expenditure from planned expenditure is also calculated automatically.

Please indicate the amount of administrative costs incurred. Please note that actual project expenditure incurred will only be settled up to a maximum of the contractually agreed percentage.

If there was less project expenditure than planned, you will need to recalculate the amount based on the contractually agreed percentage. However, if the project expenditure turned out to be higher, you may only invoice the contractually agreed amount.

Total expenditure will be calculated automatically based on the information that you provide. Please check the amount with the sum you have calculated yourself before proceeding.

1.1. Explanation and application, where individual budgets exceed the requested funding by more than 30 percent

Exceeding individual budgets (investments, operating expenses, personnel expenses, or other expenditure) by more than 30 percent must be approved in advance by Engagement Global. In general, please ensure that such applications are well-founded and submitted in good time, i.e. within the project term, by monitoring funds closely during the course of the project.

If you do not identify a budget that has been exceeded until the proof of use is prepared, you must still **justify and apply** for the funds retrospectively. You can do this directly in a field in the application portal. Please also explain here why you were not able to submit the application in time. Please note, however, that such retrospective requests cannot always be approved.

If, in a budget line, actual expenditures exceed planned expenditures by 30% or more, you must also state reasons why this was necessary in a subsequent field.

2. Financial report: Revenue accounts

Analogous to the expenditure accounts, amounts here are also taken from the most recent financial plan. Please enter the total grant you actually received from Engagement Global and the amounts that your organisation, the project partner, or other funders actually provided to the project, including cents. Note the following:

- Additional funds are funds that flow into the project, which were not included in the original planning. Typically, this might be interest accruing, for example, on the project account of the project partner. It may also be spontaneous donations from individuals or companies during the project period that are specifically designated for the project and for which the intended use must be proven (earmarked donations).
- Additional funds will result in a reduction in appropriated funding. In case of doubt, we recommend that you contact us to clarify how your revenues should be listed. Unrestricted donations are not regarded as additional funds. You may use these in accordance with your organisation’s intentions, for example, to cover additional costs in the project, or for other purposes.
- Total revenues must cover all expenditures – that is, they must be at least equal to or greater than total expenditures.
- Indicate all funds received from Engagement Global by the end of the project period, even if a part has already been transferred back. If this is the case, report it under ‘Other Remarks’ in Part II of the proof of use (text form).

2.1. Determining the balance of appropriated funding

The application portal calculates the balance of appropriated funding based on the information you provide and gives you instructions on how to proceed with it. The indication of the amount is, of course, subject to verification of the proof of use.

If the indicated balance of appropriated funding is in excess of 500 euros, you must repay it immediately to Engagement Global, including interest on the balance, calculated from the date of receipt of the relevant instalment (in most cases, the last receipt of funds) into the German account, and up to the date of transfer back to Engagement Global. If the repayment is made within the spending period, then no interest calculation is necessary.

If the balance of appropriated funding is below 500 euros, you may apply to use it for further charitable interventions. For example, you could use the balance to continue carrying out measures to consolidate the sustainability of the project outcomes. Enter your request in the field provided: 'Application for Waiver of Appropriated Funding Balance Reimbursement.' If you choose not to apply, you must repay the balance, including accrued interest, to Engagement Global.

If points 2.1 and 2.2 of the Special Ancillary Provisions (BNBest-P/Private Executing Agencies) apply, the application portal will indicate that no further action is required on your part.

3. Declarations

Please confirm here, if applicable, that all instalments requested from Engagement Global have been spent by the due date.

The spending deadline in Germany for expenditures within the Single Euro Payments Area (SEPA) is 6 weeks, meaning that all expenditures made from the German account, as well as transfers to the project partner in the project country, should be made within 6 weeks of receipt of the funding in the German account.

For foreign countries not belonging to the SEPA area, a spending deadline of 4 months applies. All expenditures must therefore have been made within 4 months of receipt of the funding in the German account.

Please note that this is **co-funding**: each expenditure must contain a proportion of own funding and a proportion of appropriated funding, i.e. the appropriated funding is not fully spent until the pro rata own funding has also been spent. Upon request for the appropriated funding, the contractually agreed share of own funding must therefore also be made available to the project in each instance.

If the own funding has not been added in the required amount, debit interest shall be charged for the period from the date of receipt of the appropriated funding to the date of addition of own funding.

If the appropriated funding was not spent or forwarded to the local partner within the deadline, please give reasons in the text field provided. You should then calculate the interest accrued on the amount not spent within the deadline from the time it is received in the German account until it is finally spent. You can use the interest calculator linked in the application portal to help you.

If the delay in spending is due to external, project-related reasons that neither the German private executing agency nor the project partner could influence, you have the opportunity to explain them.

Once an instalment has been spent in full, you can make an informal request for Engagement Global to waive the interest charge. Please inform us of the amount not spent by the deadline and the date of final spending.

Next, indicate whether an external evaluation was performed and is accounted for. If you select ‘Yes’ here, you must upload the evaluation report and send a print version with the proof of use to Engagement Global.

If the accounting for the project was done with the help of an independent auditor's report (audit certificate, audit, chartered accountant) and is part of the financial report, the auditor’s report(s)/audit certificates must also be submitted with the proof of use. Please upload these as attachments in the application portal. The original document should be kept. In addition, you should attach a digital copy of current evidence of the qualifications of the person engaged to conduct the audit.

Submission of a confirmation of use of funding is mandatory. Please read it thoroughly in advance of submission.

Signatures

Please ensure that the person (or persons) specified by you here is/are authorised to sign and must be the person(s) who provide(s) the legally binding signature on the printed proof of use. The Central Programme Service of Engagement Global will check to ensure that the person(s) who signed the printed version of the final report is/are the same individual(s) who filled out the online form.

If there have been any personnel changes that affect the authorised signatories, please contact the Engagement Global Central Program Service (traegerpruefung@engagement-global.de), who will make the necessary changes for you.

Attachments

Various project documents must be submitted as attachments with the proof of use.

Fully compiled status report (postal): Proof of use Part II

Receipt lists: Expenditures sorted by line items in the financial plan and, within these, chronologically by date of expenditure. The receipt list should contain at least the following information: Receipt number, date of payment, payee, purpose of payment and amount. Expenditure amounts should be indicated in the currency in which the expenditure was made; the corresponding euro amounts based on the exchange rate used may be inserted in another column. The receipt lists must be submitted in German or English. In the case of other languages, the reason for payment must be translated using key words that can be understood by third parties.

Auditor’s report: If an independent audit was commissioned: **The original must be kept**, including current proof of the auditor's qualifications.

Indication of the exchange rate: The exchange rate must be indicated, using at least 4 decimal places (except for fixed exchange rates linked to the Euro, for example FCFA and KM). The exchange rate achieved at the time of the transaction must be used.

This can be a single averaged rate for the entire project, an average rate per budget year, or a rate per transfer. This can be done in the receipt list or in a separate exchange rate calculation. Using the exchange rate(s) defined in the attachment, it must be possible to establish a clear correspondence between the receipt lists or auditor’s report and the information in the financial report.

Debit Interest Calculation: If expenditure deadlines are exceeded during the project period, a debit interest calculation must be submitted. If there is a balance of appropriated funding to be repaid: enclose the debit interest calculation or, if applicable, an indication that the balance of appropriated funding has been repaid within the expenditure period.

Evaluation: Any invoiced evaluation/study must be submitted digitally via the application portal. If this is in German or English, or there is an Executive Summary in German or English, no translation needs to be included.

For evaluations in French, Spanish and Portuguese, a translation of the key points must be provided; in all other languages, a full translation must be provided.

Miscellaneous: If desired, photos, brochures and flyers about the project may be submitted digitally. Please upload these bundled as a single file. If necessary, further project documents relevant to accounting must be submitted at the request of Engagement Global, such as the project agreement between the German private executing agency and the project partner, rental contracts, personnel and fee contracts, time records, invitations to tender, award notices, reports on workshops held, logbook, lists of participants, inventory list, etc.

Part II – Proof of Use Status Report (text document)

The status report must be prepared in text format. The form for the status report is available as a MS Word document via a link in the application portal and must be filled out separately, and uploaded onto the application portal after Part I has been completed.

The proof of use is a document that should stand on its own and should be understandable without first reading the application. A person who does not already have background information should be able to visualise, while reading, what the project is about and the informational basis on which the report was prepared.

The status report should detail the project's progress and outcomes and address the use of project funds for the measures implemented. Part II should not exceed 15 pages in total.

1. Information sources for the proof of use

Please indicate who was involved in compiling the report and what information and sources it is based upon, for example, the project's own monitoring, self-evaluation, surveys, secondary sources, statistics, etc.

2. Amendments and plan adjustments carried out

At this point in the proof of use, only changes in the project organisation and/or changes affecting the general framework should be described. Please explain how the project has responded to the change in circumstances. In particular, please describe any changes that had an influence on the project planning and on the success of the project, as well as any that, for example, promote or hinder the sustainability of the project. If you had to make adjustments due to changes in the project environment during the project's duration, these must be described under 4.1 'Implementation of measures'.

Guiding questions:

- Have there been any personnel or structural changes within the project partner or the target group that have influenced the project's implementation or the development of its impact?
- Have extreme weather events had an impact on the project conditions?
- Were there any changes in the socio-political context?
- Were any new laws enacted?
- Was there any change in administrative responsibility in the partner country?

3. Achievement of objectives and impact matrix

Please describe the degree to which these objectives have been achieved and the basis on which you draw conclusions regarding achievement of objectives.
The table serves to briefly present the degree of achievement of objectives, and the impact achieved, in a clear quantitative and qualitative manner.

To this end, please copy into the table all the information from the latest contractually agreed version or from the application: the overall objective, the project objective, the sub-objectives, and the respective associated indicators.

Indicate the situations established before the start of the project (that is, the baseline situation, 'actual situation') and the situation you wanted to achieve by the end of the project period (target situation, 'objective situation').

Compare these with the actual changes and situations achieved in the 'situation achieved' column. Make sure that the 'situation achieved' column in the impact matrix is closely aligned with the indicators of the target situation (target indicator). This should make it possible to identify the quantitative and qualitative development with regard to achieving the target situation.

In the 'situation achieved' column, briefly explain any deviations from the expected situation. For example, this may relate to indicators that do not adequately represent the impact you intended or where the objectives were too ambitious. Likewise, if you believe that the objectives can still be achieved at a later date, you may mention this.

Guiding questions for explanations of possible deviations:

- Have you been able to observe changes that you did not expect during planning, but which suggest that the intended objectives and impacts are being achieved?
- Have other aspects emerged during the course of the project through which the project outcomes can be better measured?
- Are there any indications as to why the objectives and impacts envisaged in the project could not be achieved or could not be achieved to the planned extent?
- Are there signs of change or potential for change in the social environment or in government agencies?

4. Project implementation

From section 4.1 onwards, you should only report on the practical implementation of the planned measures. Please detail clearly any particular issues, difficulties or particular successes during implementation.

4.1. Measures implemented (compared to application)

Compare the planned measures with the measures actually implemented, if possible in table form, and describe the implementation. In a separate column, provide reasons for any deviations, delays, extensions or reductions, for example. For complex issues that require a longer explanation, please add this below the table.

Guiding questions:

- Were you able to implement the measures with the planned amount of outlay on costs, materials, organisation etc, or were there difficulties here, and if so, what caused them?
- Did the partners experience any particular intermediate successes in implementing individual measures?
- Or where did they encounter difficulties and how were they overcome?
- Have there been changes to the planned measures, have some measures been replaced by others, or have measures had to be intensified?
- Have the changes in the planned measures had an impact on the achievement of the objectives? Have the measures been modified, possibly due to amended objectives?

4.2. Reaching the target group

Describe whether the target group was reached as planned and to what extent the target group was able to derive concrete benefits from the measures. You should also address whether initial changes in the behaviour of the target group can be observed, or what impact the measures have on the target group. If an indirect target group has been defined in the application, expand your remarks accordingly to include it. If unexpected or even negative impacts have occurred, your report should reflect these.

If applicable, describe to what extent the project has contributed to solving a developmentally important core problem of the target group(s) from today's perspective, and to what extent the project fits into the development policy objectives of the partner country and the overarching development policy objectives. Reflect on whether the measures and capacity building were appropriate to the current level of knowledge and needs of the target group.

Guiding questions:

- How have the competencies and skills of the target group been strengthened in terms of empowering them to stand up for their own rights?
- How can the competencies acquired be secured for the long term?
- Have the competencies and skills of the target group been strengthened in terms of project management or expertise?
- Are there populations that find the outcomes of the project have been to their personal detriment? If so, which ones and how is this manifested?
- Has the composition or numerical size of the target group changed?
- To what extent were aspects of inclusion and gender considerations addressed through the participation of the target group in the implementation of the measures? What impact will this have in the long term on locally prevailing gender roles?

4.3. Local project partner capacity development

Explain what new skills or knowledge the local project partner and other stakeholders, if any, gained during project implementation.

If the project aimed to have an impact at the meso/macro level – for example, if changes in the wider social environment, influence on national laws and their implementation, or public and governmental opinion formation were planned – you should show what has been achieved in this respect.

Both capacity building and meso-level and macro-level impacts must be described in detail, especially if the project was approved for an administrative cost allowance of more than 4 percent on these grounds. Please provide a plausible account of the observed changes in the situation before and after project implementation.

Guiding questions:

- Have employees of the project partner acquired additional competencies that strengthen the organisation and its work?
- Have the competencies and capabilities of the project partner been strengthened in terms of project management or expertise?
- How have the competencies and skills of the project partner been strengthened in terms of empowerment to advocate for their own rights?
- Have perceptions of the project partner in the wider community changed and to what extent?

- How can the competencies acquired be secured for the long term?

4.4. Collaboration with other stakeholders

Describe which organisations, government institutions, or individuals were collaborated with in the project context and how that collaboration occurred.

Describe the positive or negative potential of these collaborations and the associated interactions within the project.

Guiding questions:

- Are there other active groups in the region, possibly unknown at the time of application, whose activities have developed, are likely to develop, or could develop interactions with the project?
- How have the collaborative partnerships developed/ evolved in the application developed?
- Have any other collaborations emerged that were not planned? Was it possible to exploit any synergies?
- Have other government institutions/organisations established any structures similar to those planned in the project? If so, did these complement or compete with the project? Did they benefit or disrupt the implementation of the project?

5. Evaluation and conclusion

In this section, create a summary and retrospective evaluation of the project using the points listed below. You should also draw on your comments from Section 7.

5.1. Sustainability

It should be possible for funded projects to be completed by the end of the requested and contractually agreed term in such a way that the project objectives achieved bring about a lasting improvement in the living conditions of the target group and, ideally, initiate further positive developments. Describe to what extent the sustainability of the project outcomes anticipated in the application phase could be achieved. Evaluate, with clear reasoning, to what extent you classify the changes achieved as lasting, and present the grounds on which you believe that the target group is capable of independently maintaining and carrying forward the positive impacts.

Structural/economic: Assess the viability or stability of the capacities created during the project for use in the long term. New structures may have been created or existing ones strengthened, such as water committees, village committees, self-help groups, cooperatives, facilities such as schools, health care centres, training facilities, etc. If, contrary to expectations, the continuation of the structures and capacities developed or strengthened under the project is not secure, explain the reasons and outline how this will be achieved after the end of the project.

Furthermore, describe how the continuation of the project and its subsequent costs have been secured. Will state agencies be involved and/or local funding opportunities pursued? Are repair and maintenance costs covered even after the end of the project, and will items/buildings acquired in the project continue to be used in accordance with their commitment periods?

Describe the extent to which pro rata operating or personnel expenses are already being absorbed during the project period through permanent funding sources that will continue after the end of the project. If applicable, comment on whether a declining approach to personnel and operating costs has also been implemented as planned.

Guiding questions:

- To what extent are the existence of the facilities and the ability to work ensured beyond the end of the project?
- In what manner will the knowledge acquired be passed on?
- Who will bear the financing of subsequent costs (for example, personnel, repair and maintenance costs)?
- Has the way in which the planned measures have been implemented succeeded in reducing or eliminating any existing prejudices? Please give examples.
- How have local authorities or other state officials reacted? What are the indications that they will remain responsible and accountable for the implementation of their duties after the end of the project?

Social: Describe how the changes brought about by the project are integrated into the social environment, in what way the general acceptance or ownership of the target group is evident and, if applicable, how the project is perceived outside the target group.

Guiding questions:

- Are the facilities regularly used by the target group?
- Are the newly acquired skills being used by, or in demand from, people in the social environment of the project?
- Is the work of the committees, self-help groups or similar supported and encouraged by their social environment?
- If the project aims to have impacts at the meso and macro levels: Were the identified key stakeholders involved in the project in the desired manner?
- Are there any other interested parties or imitators?

Environmental: Describe the extent to which the measures and the structures and capacities created were designed to be environmentally sustainable, if this was an issue addressed in your project. This is particularly relevant for agricultural development projects, natural resource protection and climate change mitigation, and projects where negative environmental impacts may occur, such as waste water, or pollutants from teaching or processing facilities.

5.2. Lessons learnt

If applicable, describe any particular successes or difficulties in implementation, reasons for delays, deviations in timing, and your lessons learnt from the project.

Guiding questions:

- Which measures were well-received with the target group, which were less well-received, and which encountered difficulties?
- Were any of the measures or key outcomes important/less important for the achievement of the objectives? Would further measures have been necessary that were not planned?
- In retrospect, what conclusions do you draw with regard to conceptual aspects?

- What lessons can be learnt from the project and its implementation that you would like to consider in future projects?

6. Report on requirements stated in the on-lending agreement

If requirements were stipulated in the on-lending agreement, please describe how they have been taken into account or implemented in the project.

7. Response to evaluation carried out and/or evaluation of independent auditor's report

If an evaluation has been conducted, please comment on its findings here. Describe whether any recommendations were taken on board and, where applicable, give your assessment of the evaluator's comments and advice.

If you have commissioned an external, independent audit in the project country for the final accounting of the project, please make sure at the end of the project that all information required for accounting to bengo is included in the audit report (see information on the minimum requirements of the audit report on the bengo website).

In addition, briefly comment on the key statements from the audit report, document the findings (for example, audit objections, numerical deviations, reservations, recommendations) and evaluate them. If there were any special notes or objections from the auditor, you should respond to these.

Audit reports in English can be submitted to Engagement Global with the proof of use without translation. If the audit report is written in French, Spanish or Portuguese, as a minimum, the key statements must be translated and included under this section. You may, of course, have the entire report translated if desired. Audit reports in other languages must be translated entirely into German or English.

8. Additional remarks

In this section you can include all additional remarks relevant to the accounts, as well as explanations or findings that were not addressed in the other sections, but are necessary in order to understand the report.

If applicable, please report on any repayments already made during the course of the project of unused appropriated funding, and on repayment of the balance of appropriated funding and interest accrued after the end of the project.

9. Information on Engagement Global's monitoring and evaluation system

On behalf of the BMZ, Engagement Global collects statistical data on various funding programs. Among other things, bengo is required to provide data for statistical evaluations aimed at assessing the effectiveness of the foreign projects funded. The indicators listed in this regard were developed in close consultation with civil society.

We ask you to support us by providing a verifiable assessment of the achievement of the project's objectives in the tables provided here.

Please ensure that this assessment is comprehensible to outsiders using the explanations of the project in the status report of the proof of use as a basis. If the evaluation – based on your self-assessment – has any criticisms, you have the opportunity to explain these in detail under point 7.

9.1. Self-assessment on the ‘Level of objectives achieved in foreign projects’ indicator

Based on the contents and explanations presented in this status report, please evaluate the extent to which the project objective was achieved. For this purpose, please use the scale table provided, and tick the applicable heading.

9.2. Self-assessment on the ‘Sustainability of project impacts’ indicator

Based on the statements made under point 4.2, please evaluate to what extent the project addressed the different sustainability aspects (structural, economic, social, environmental). For this purpose, please use the scale table provided and tick the applicable level. If, due to its approach and project logic, the project does not address one or more of the sustainability dimensions at all, please do **not** put a cross in the corresponding section(s).

Attachments

Below is a list of documents that may be additionally requested as part of the cursory or in-depth review (this list is not exhaustive). Please submit these documents only upon explicit request from Engagement Global.

- Construction permit (if not already included in the application documents)
- Title deeds for building or land purchase
- Receipts for transfer of funds
- Receipts for exchange of amounts relevant to the project
- Award documents (the applicable thresholds for the project are included in the on-lending agreement)
- Inventory lists
    - For projects with approval before July 15, 2019, all portable items with an acquisition or production value of 410 euros or more (excluding VAT) must be listed
    - For projects with approval after July 15, 2019, all portable items with an acquisition or production value of 800 euros or more (excluding VAT) must be listed
- Supporting documents for payments (for example: fee and personnel contracts, invoices, signature/fingerprint lists of participants in project events, logbooks) either as scans or originals
- Receipts, either as scans or originals
- Bank statements (when paying by cheque, to verify the date of issue)
- Revenue statements both for revenues of the German private executing agency and the project partner
- Any other documents that are of importance in the project context, such as written commitments from authorities, donation commitments etc.
- Legal basis for insurance benefits, payments additional to salaries

If you have any questions or suggestions, please do not hesitate to contact the bengo team.