eit Culture & Creativity

Co-funded by the European Union

GUIDELINES FOR PROJECT IMPLEMENTATION AND MONITORING

IMPORTANT NOTICE

These Guidelines are a practical and evolving document intended to support the implementation, monitoring and reporting of projects funded by EIT Culture & Creativity. They may be periodically reviewed and updated to reflect operational experience, changes in EIT Culture & Creativity procedures or developments in the applicable legal and financial framework.

These Guidelines apply to projects funded under Calls where they are expressly referenced, published or otherwise communicated as applicable. They do not automatically apply to projects selected under previous Calls or to projects whose Project Agreements entered into force before the publication of these Guidelines, unless EIT Culture & Creativity expressly confirms their applicability. In all cases, the provisions of the relevant Call Guidelines and signed Project Agreement prevail.

These Guidelines do not replace, amend or override the applicable Call Guidelines, Project Agreement and its annexes, or any applicable EIT, EU or national rules. In the event of any inconsistency, the applicable contractual and regulatory provisions prevail.

Updates to these Guidelines do not retroactively modify the rights or obligations established in a signed Project Agreement. Any change affecting contractual rights or obligations must be formalised through the applicable contractual procedure.

Project Participants must always use the latest version communicated or published by EIT Culture & Creativity and follow any project-specific instructions provided to them.

Monitoring processes, labels, panels, timelines and operational arrangements described in these Guidelines are intended to support project oversight and decision-making. They may be adapted where necessary and do not, by themselves, constitute approval of project performance or costs, entitlement to payment, or a contractual decision.

Contents

DOCUMENT HISTORY 4
ABBREVIATIONS 5
GLOSSARY OF TERMS 6
1. INTRODUCTION 8
2. PROJECT IMPLEMENTATION LIFECYCLE 9
3. PROJECT STARTING AND KICK-OFF 10
4. DAY-TO-DAY IMPLEMENTATION 11
4.1 CONTINUOUS REPORTING 11
4.2 DESIGNATED REPORTING PLATFORM 12
4.3 PROJECT CHANGES 13
4.3.1. CHANGES TO PROJECT PARTICIPANTS' LEGAL, ADMINISTRATIVE AND FINANCIAL DATA 13
4.3.2 CHANGES TO THE PROJECT WORK PLAN 14
5. PERFORMANCE AND COST REPORTING 18
5.1 STANDARD YEARLY REPORTING AND PAYMENT CYCLE 18
5.1.1 YEARLY REPORTING 19
5.1.2 YEARLY PERFORMANCE AND COST ASSESSMENT 19
5.1.3 PAYMENT FOLLOWING YEARLY REPORTING 20
5.1.4 FINAL PROJECT YEAR AND PROJECT CLOSURE 21
5.1.5 PAYMENT ADJUSTMENTS, REDUCTIONS AND RECOVERIES 22
5.2 MID-YEAR REVIEW 22
Project implementation workflow overview 24
5.3. ELIGIBILITY OF EXPENDITURES 25
6. BRANDING 26
7. FAQ AND TROUBLESHOOTING 27
ANNEX I. WORKFLOW ON PROJECT IMPLEMENTATION LIFECYCLE 29
ANNEX II. CHANGE REQUEST FORM 30
ANNEX III. YEARLY PERFORMANCE REPORT TEMPLATE 32
ANNEX IV. YEARLY COST REPORT TEMPLATE 34
ANNEX V. DELIVERABLES REPORTING 35
ANNEX VI. KPI REPORTING 36

DOCUMENT HISTORY

Version 3.0 (2026)

Changelog

Version	Date	Changes
1.0	31/07/2026	Initial version.

These Guidelines are intended as a practical guide to support beneficiaries in the implementation and reporting of projects funded by EIT Culture & Creativity.

They do not replace or overrule the provisions of the Project Agreement, its annexes, or any applicable legal and financial regulations.

ABBREVIATIONS

Abbreviation	Term
CFS	Certificate on the Financial Statements
DEL	Deliverable
EIT	European Institute of Innovation and Technology
FSM	Financial Sustainability Mechanism
KIC	Knowledge Innovation Communities
KPI	Key Performance Indicator
ML	Milestone
PRA	Project Agreement
PSC	Project Steering Committee
WP	Work Package

GLOSSARY OF TERMS

Term	Definition
CFS	A Certificate on the Financial Statements is a certificate which is issued by an independent auditor commissioned by the EIT. Its main objective is to evaluate and attest financial capacity and eligibility of a partner.
Consortium	A consortium is a collaborative partnership of diverse organisations, institutions, or companies that come together to work on a shared project.
Consortium agreement	The consortium agreement is a private agreement between the beneficiaries, to set out the rights and obligations amongst themselves. It contains provisions about organisation and decision-making, financial questions and the handling of intellectual property rights within the consortium.
Deliverable	Key outputs of a project, such as analysis reports, feasibility studies, strategy documents, pilot action reports, and training documentation, demonstrating the project's achievements and judicious use of public funds.
EIT	The European Institute of Innovation and Technology (EIT) is an EU body established in 2008 to strengthen Europe's innovation capacity. It is part of Horizon Europe, the EU's Framework Programme for Research and Innovation, and funds EIT Culture & Creativity (www.eit.europa.eu).
EIT Culture & Creativity	EIT Culture & Creativity, designated by the EIT in 2022, focuses on fostering innovation in the cultural and creative sectors (www.eit-culture-creativity.eu).
Final yearly report	The yearly reporting package covering the calendar year in which the project ends. It reports the activities, results and, where applicable, costs of the final reporting period and supports the assessment of overall project completion and the calculation of the final balance. It is submitted within the standard yearly reporting window in Q1 of year X+1, irrespective of the month in which the project ended during year X.
Project Agreement	A common financial support agreement for all types of sub-granted activities and costs. It formalizes funded projects' financial commitments, including any revenue/equity sharing model, supporting EIT Culture & Creativity's sustainability goals. Submission of a signed Project Agreement is mandatory for selected projects.
Financial Sustainability Mechanisms	EIT Culture & Creativity aims to achieve financial independence from European Union funding as part of its long-term strategic vision. Financial Sustainability mechanism is facilitating the generation of revenues, equity, or other financial returns on investment from the projects and by this ensuring financial sustainability of the KIC.
KIC	Knowledge Innovation Communities (KICs) are European Partnerships addressing global challenges and strengthening innovation ecosystems. They integrate education, research, and

Term	Definition
	innovation, promoting entrepreneurship and the creation of innovative companies in synergy with the EIT.
KPIs	Key Performance Indicators defined by the EIT and EIT Culture & Creativity.
Milestone	A significant point or event in a project's timeline used to measure progress. In the context of this call, milestones are key deliverables or achievements that indicate the project is on track and meeting its objectives. They help track progress and assess performance at specific intervals.
Designated reporting platform	The digital tool designated by EIT Culture & Creativity for project monitoring, reporting, submission of change requests and related operational communications. The platform and access instructions may be updated and will be communicated directly to Project Leaders.
Monitoring Panel	A panel convened by EIT Culture & Creativity, where relevant, to review project progress, request clarifications and determine appropriate follow-up actions.
Project Leader	The main contact for EIT Culture & Creativity from the time the funding is awarded until the project is implemented. In multi-beneficiary calls, the Project Leader represents the project and consortium partners. For mono-beneficiary grants, the single legal entity involved also has the Project Leader role.
Project Management plan	It is a roadmap of projects activities and all partners' responsibilities within a given timeline.
Strategic Agenda	The Strategic Agenda is a comprehensive framework outlining EIT Culture & Creativity's vision, mission, objectives, and actions designed to address specific challenges and achieve desired outcomes. It serves as a roadmap for implementing initiatives, monitoring progress, and ensuring alignment with long-term impact goals. The EIT Culture & Creativity Strategic Agenda 2024-2027 focuses on fostering competitiveness, resilience, and sustainable growth within the cultural and creative sectors through targeted education, innovation, and business creation efforts.
Work package	A work package is a group of related tasks within a project.
Yearly reporting	The mandatory reporting process covering the activities, results and, where applicable, costs implemented during each calendar year. The reporting period normally ends on 31 December of year X, or on the project end date where the project ends earlier. The related reporting package is submitted during the common reporting window communicated by EIT Culture & Creativity, normally in Q1 of year X+1.

1. INTRODUCTION

This document provides a detailed framework for the implementation and monitoring of EIT Culture & Creativity projects, ensuring alignment with organisational goals and compliance with Horizon Europe (HE) requirements. It is designed to standardise procedures, enhance accountability, and streamline project oversight across all thematic areas, while fostering transparency and operational efficiency.

Scope and applicability

These Guidelines apply to project-based funding under a Project Agreement. They do not apply to BC programmes/prizes without a Project Agreement (e.g., acceleration/post-acceleration training and prize-only schemes). Those cases are governed by the Call Guidelines and Prize/Participation Agreements. If upfront funding is introduced for project-like activities, the Project Agreement will apply and these Guidelines become applicable from Project Agreement signature.

The guidelines outlined here aim to support project's participants in fulfilling their respective roles throughout the project lifecycle. By following these procedures, EIT Culture & Creativity ensures that all projects meet their deliverables, Key Performance Indicators (KPIs) and milestones, while adhering to financial and legal requirements.

Key objectives of this document include:

- Facilitating standardised monitoring practices: Establishing clear processes for regular reporting, performance evaluation, and risk management.
- Ensuring compliance: Maintaining adherence to the Project Agreement, EIT/EU co-branding guidelines, and other regulatory frameworks.
- Promoting proactive decision-making: Enabling the early identification and mitigation of risks through day-to-day monitoring, yearly reporting, financial checks and timely corrective action.
- Driving performance and impact: Aligning projects with the EIT Culture & Creativity Strategic Agenda and Business Plan to maximise outcomes in innovation, cultural development, and financial sustainability.

This document also includes templates' examples.

2. PROJECT IMPLEMENTATION LIFECYCLE

The project implementation lifecycle spans from the start of project activities to project completion, yearly reporting and the financial closure of the project. This **project implementation lifecycle** reflects a dual approach, with project activities and oversight running in parallel. On the one hand, the project is executed by the Project Leader and the other Project Participants; on the other, EIT Culture & Creativity continuously monitors and controls the project to ensure alignment with the planned objectives and compliance with established guidelines.

These two parallel processes — **Project Execution & Reporting** and **Project Monitoring & Control** — form the core of the project implementation lifecycle:

1. **Project Execution & Reporting**: Led by the Project Leader and supported by the Project Participants, this process focuses on carrying out the planned activities, ensuring that the deliverables (DELs), milestones, and KPIs are achieved according to the project work plan and accurately reported via the reporting platform and templates provided.
2. **Project Monitoring & Control**: Simultaneously, EIT Culture & Creativity oversees project implementation by reviewing deliverables, milestones, KPIs, risks, deviations and yearly performance and cost reports. This includes the yearly reporting package that serves to close the project where the project ended during the relevant reporting year. EIT Culture & Creativity may approve the information submitted, request clarifications or supporting evidence, or require corrective action where needed.

The reporting mechanism is necessary for maintaining transparency and accountability. Project Leaders are responsible for submitting key reports at defined intervals, which EIT Culture & Creativity evaluates for approval or requests changes if necessary. For this purpose, EIT Culture & Creativity provides projects with access to a designated Designated reporting platform.

Project Leaders should respect all articles and refer to their Project Agreement and its annexes for all matters.

A graphical representation of the project implementation lifecycle is included in Annex I, outlining the key implementation, continuous reporting, yearly reporting and payment stages.

The following **pre-conditions** have to be fulfilled in order to start the implementation of a project:

(i) Projects Participants successfully completed legal validation of their data by the EIT Onboarding Service;
(ii) Completion of any required eligibility/KYC/bank validation checks notified by EIT Culture & Creativity;
(iii) FSM Agreement signed (where applicable);
(iv) Project Agreement signed by all parties.

Only after these conditions have been met, and subject to the official project start date set out in the Project Agreement, can project implementation formally start.

Where applicable, pre-financing is processed after the Project Agreement has been signed and the applicable payment conditions have been fulfilled. The kick-off meeting is not a precondition for the processing of pre-financing.

3. PROJECT STARTING AND KICK-OFF

Once the applicable preconditions listed in Section 2 have been fulfilled and the project has reached its official start date, the Project Leader should organise the official kick-off meeting with EIT Culture & Creativity and all Project Participants. This meeting should normally take place within one month from the project's official start date, unless otherwise specified in the Project Agreement, Call Guidelines or specific instructions from EIT Culture & Creativity.

The Project Leader is responsible for inviting the relevant contacts from EIT Culture & Creativity, including the designated EIT Culture & Creativity contact for the project.

During the kick-off meeting, the Project Leader, with support from Project Participants, will provide a brief presentation of the project/activities and respond to any questions from EIT Culture & Creativity. The Project Leader will also have the opportunity to ask EIT Culture & Creativity any clarifying questions.

Throughout the project implementation phase, the key responsibilities of the Project Leader include:

- Monitoring and controlling the project's work plan (deliverables, KPIs and milestones) and ensuring the project is implemented properly and timely according to the initial project management plan (former project proposal).
- Communicating in due time changes/deviations from the project's work plan to EIT Culture & Creativity.
- Arranging meetings with the Project Participants and share relevant information with them.
- Ensuring that all Project Participants meet all legal, financial, and administrative requirements for the proper project implementation and reporting.
- Reporting the project's performance and costs through the yearly reporting cycle and providing any clarifications or supporting evidence requested by EIT Culture & Creativity.

The Project Leader is the unique point of contact between EIT Culture & Creativity and the project. EIT Culture & Creativity will share these guidelines with Project Leaders and will provide them access and guidelines to the designated Designated reporting platform. Whenever needed, EIT Culture & Creativity can organise additional informative sessions to facilitate guidelines and information to the Leaders of projects selected under the same Call.

4. DAY-TO-DAY IMPLEMENTATION

Throughout the project implementation cycle, the Project Leader is the main point of contact between EIT Culture & Creativity and the project. Project Leaders must remain in regular contact with their designated EIT Culture & Creativity contact to discuss implementation progress, potential deviations, risks and mitigation measures. During these regular interactions, EIT Culture & Creativity will make sure that the Project Leaders are fully aware of the expected outcomes of the projects, in particular regarding the Financial Sustainability Mechanism (FSM), the DELs, Milestones and KPIs (their definition and the specific supporting documents that are required as proof of fulfilment).

Project Leaders shall also ensure that Project Participants are aware of such expected outcomes. This is particularly important if a new Project Participant takes over the role of Project Leader halfway through the project implementation.

If questions arise, Project Leaders should contact EIT Culture & Creativity through the designated contact or platform.

4.1 CONTINUOUS REPORTING

As part of the day-to-day implementation, Project Leaders are responsible to ensure continuous reporting by submitting **project deliverables** and **KPIs reports** and achieving **milestones** by the established due date stated in their project work plan. In case of an expected delay (especially in KPIs reporting), this should be communicated to and agreed in advance with EIT Culture & Creativity.

When submitting project deliverables, KPIs reports or achieved milestones' evidence, the process is as follows:

- The Project Leader uploads the deliverable, KPI report or achieved milestone's evidence in the designated reporting platform;
- Within no more than one month, EIT Culture & Creativity will review the deliverable, KPI report or milestone from a content and compliance point of view and either approve it or send it back to the Project Leader with a request for concrete improvements. This request may be accompanied by a meeting invitation in order to clarify the additional requests for these improvements.

Importantly, projects must use the EIT Culture & Creativity provided templates to prepare their deliverables and KPI reports. Templates for deliverables and KPI reports and access to the reporting platform will be provided by EIT Culture & Creativity. Samples are included in Annexes V and VI of these Project Implementation and Monitoring Guidelines.

Milestones do not have a separate reporting template. They are reported directly through the designated reporting platform, where the Project Leader must record the milestone status and upload or link the relevant supporting evidence.

Continuous reporting applies throughout the entire project implementation period. EIT Culture & Creativity may reassess the implementation status of a project and request clarifications, supporting evidence, corrective action or additional monitoring at any time.

Where serious underperformance, major deviations, non-compliance, loss of eligibility or other material concerns are identified, EIT Culture & Creativity may initiate the applicable contractual measures without waiting for the mid-year or yearly reporting process. **Depending on the circumstances and the applicable Project Agreement, such measures may include the suspension of activities or payments, reduction of funding, recovery of amounts paid or termination of the Project Agreement.**

Any such measure will be assessed and implemented in accordance with the applicable contractual provisions. It does not require a separate or scheduled Go/No-Go procedure.

For cross-KIC projects, or initiatives coordinated by another EIT KIC, there might be different/additional reporting and monitoring templates, as well as different/additional branding and visual identity rules to comply with, set by the coordinating KIC and approved by the EIT.

4.2 DESIGNATED REPORTING PLATFORM

EIT Culture & Creativity uses a designated digital reporting and monitoring platform for the operational management of funded projects, where applicable. The platform currently used, or any replacement tool, will be communicated directly to Project Leaders together with the relevant access instructions.

The Designated reporting platform does not replace the Project Agreement, its annexes, the Call Guidelines or these Project Implementation and Monitoring Guidelines. It is the operational tool used to collect, organise and review project information, reporting evidence, deliverables, milestones, KPIs, risks and change requests during implementation.

Depending on the project type, Call requirements and applicable reporting arrangements, EIT Culture & Creativity may create dedicated sections covering the following main monitoring areas:

Platform area	Purpose
Project information	Records the project baseline, including the project title, timeline, executive summary, approved proposal, expected outcomes, commercialisation strategy, approved EIT funding, co-funding and total project cost.
Project Participants	Records information on the Project Participants, including legal names, PIC numbers, contact details, country, participant status, budget allocation, EIT Culture & Creativity contribution and co-funding.
Deliverables	Tracks deliverables, due dates, descriptions, evidence submitted, responsible persons, review comments and decision status.
KPIs	Tracks KPIs, due dates, planned and achieved targets, supporting evidence, responsible persons, review comments and decision status.
Milestones	Records and tracks project milestones, including their status, due dates, supporting evidence, review comments and overall status. No separate milestone reporting template is used unless specifically requested by EIT Culture & Creativity.
Risks	Records project risks, including their description, implications, probability, impact, mitigation measures and current status.
Project changes	Records project change requests and relevant deviations, including the type and impact of the change, supporting documentation, assessment, decision and implementation status.
Yearly reporting	Supports the submission and follow-up of yearly performance and cost reporting, including clarification requests, revised submissions and assessment outcomes, where applicable.

The specific configuration, names of sections and information requested through the platform may vary depending on the Call, project type and applicable contractual framework. EIT Culture & Creativity may update the platform structure or replace the platform where operationally necessary and will communicate any relevant changes to Project Leaders.

The platform may also be used to document operational follow-up with Project Leaders, including reminders, clarification requests, requests for revised submissions, review comments and relevant supporting communications. This supports the traceability of the monitoring and reporting process.

Where monitoring identifies a deviation from the approved project work plan, EIT Culture & Creativity may request clarifications or additional evidence, require corrective action or initiate the change request process described in Section 4.3. Where necessary, the matter may be subject to further internal review or referred to EIT.

4.3 PROJECT CHANGES

During project implementation, changes may concern either:

- the legal, administrative or financial information of a Project Participant; or
- the project-specific work plan and contractual conditions.

These two types of changes follow different procedures, as described below. For projects funded through a cross-KIC initiative, additional rules or restrictions established by the coordinating KIC or EIT may apply.

4.3.1. CHANGES TO PROJECT PARTICIPANTS' LEGAL, ADMINISTRATIVE AND FINANCIAL DATA

EIT Culture & Creativity will keep a single Beneficiary Information Form for each legal entity participating in one or more funded projects. The Beneficiary Information Form is separate from the individual Project Agreements and serves as the central administrative record of the entity information required for onboarding, contracting, communication and payment purposes.

The information included in the Beneficiary Information Form may be based on information initially provided through the application and onboarding processes. Before contracting or payment, the Project Participant must confirm that the information is complete, accurate and up to date. The form must be signed by its Legal Representative or by another person whose authority to sign on behalf of the entity has been duly evidenced and accepted by EIT Culture & Creativity.

The Beneficiary Information Form may include, as applicable:

- official legal name and legal form;
- registered address and other relevant addresses;
- official registration number, VAT number and PIC;
- country of establishment;
- Legal Representative details;
- details of persons authorised by the Legal Representative to sign legal, financial or project-related documents on behalf of the entity, including the scope and validity of their authorisation;
- administrative, legal, financial and project contact persons;
- bank account information;
- any entity-level eligibility, exclusion, ownership, control or other declarations requested by EIT Culture & Creativity;
- any other legal, administrative or financial information necessary for the management of the entity's participation in funded projects.

EIT Culture & Creativity will normally maintain one validated bank account per legal entity for all projects in which the entity participates, unless otherwise approved. Bank account information may only be used for payment purposes once the relevant financial validation has been completed.

Each Project Participant is responsible for keeping its Beneficiary Information Form accurate and up to date. Any change must be communicated to EIT Culture & Creativity without undue delay through the procedure communicated by EIT Culture & Creativity.

Depending on the information being changed, EIT Culture & Creativity may request supporting documentation, including, where applicable:

- an official registry extract or equivalent evidence of the entity's legal data;
- an updated Financial Identification Form and supporting bank documentation;
- a written delegation, mandate or power of attorney identifying the Legal Representative granting the authority, the authorised person, the scope of the delegated powers and, where applicable, any limitations or period of validity;
- any additional documentation required by EIT Culture & Creativity or the EIT Onboarding Service.

The updated information will apply for operational purposes once it has been reviewed and, where required, validated by EIT Culture & Creativity. Where the same entity participates in several funded projects, the validated update may be applied across all relevant projects without requiring a separate amendment to each Project Agreement.

The Beneficiary Information Form constitutes the central administrative record for each legal entity. Updates to the information recorded in the form do not amend the Project Agreement unless they affect a contractual element expressly governed by the Agreement.

Administrative updates do not normally require an amendment where they do not affect:

- the legal identity of the Project Participant;
- the eligibility conditions under which the project was selected;
- the composition of the consortium;
- the approved project work plan;
- the payment conditions; or
- the contractual rights and obligations of the parties.

A change of the individual acting as Project Leader or project coordinator within the same legal entity may be managed through the Beneficiary Information Form or the designated reporting platform and does not require an amendment, provided that the coordinating legal entity remains unchanged and no contractual element of the Project Agreement is affected.

A change of the legal entity acting as Project Leader or coordinating beneficiary requires prior approval by EIT Culture & Creativity and must be formalised through an amendment to the relevant Project Agreement.

Where an update affects any other contractual element of the Project Agreement, it cannot be managed solely through the Beneficiary Information Form and must follow the project change and amendment procedure set out in Section 4.3.2.

4.3.2 CHANGES TO THE PROJECT WORK PLAN

During project implementation, adjustments or deviations from the approved project work plan may occur. The procedure to be followed depends on whether the change affects the contractual basis of the project.

Operational adjustments that do not affect contractual elements may be implemented and subsequently explained through the applicable reporting process, as described in Section 4.3.2.1.

Changes affecting the Project Agreement, its annexes, the eligibility conditions, the consortium composition, the approved budget or other contractual elements require prior approval by EIT Culture & Creativity and, where applicable, an amendment, as described in Sections 4.3.2.2 and 4.3.2.3.

All potential contractual changes must be communicated through the designated platform as soon as they are identified. Project Participants must not implement a change requiring prior approval before receiving written confirmation from EIT Culture & Creativity.

4.3.2.1 OPERATIONAL ADJUSTMENTS AND DEVIATIONS

Operational adjustments that do not alter the contractual basis of the project do not require a formal Change Request or amendment.

These may include, for example:

- adjustments to the internal organisation, sequencing or implementation method of project activities;
- changes to the staff involved in project implementation;
- adjustments that do not alter the approved objectives, scope, expected results, consortium composition, project duration, contractual deliverables, milestones or KPIs;
- reallocations between cost categories at Project Participant level where permitted under the applicable contractual and eligibility rules;
- other implementation changes that do not affect the contractual rights and obligations of the parties.
- non-material reallocations between cost categories at Project Participant level, where permitted under the applicable rules and provided that they do not result in an increase in subcontracting costs or otherwise require prior approval;

Such adjustments must be appropriately documented and explained in the applicable performance and cost reporting. The Project Leader remains responsible for assessing their impact on the project and maintaining an adequate audit trail.

The Project Leader must nevertheless notify EIT Culture & Creativity through the designated platform without delay where an adjustment or deviation:

- may affect the achievement of a deliverable, milestone, KPI or expected result;
- may create a significant delay or implementation risk;
- may affect cost eligibility or compliance with the approved budget;
- may affect the eligibility of a Project Participant or the project;
- may require a contractual amendment; or
- may otherwise have a material impact on project implementation.

EIT Culture & Creativity may request clarifications, supporting evidence or corrective action and may determine that a change initially presented as an operational adjustment requires formal approval or an amendment.

4.3.2.2 CHANGES REQUIRING PRIOR APPROVAL AND AMENDMENT

The following project changes require prior submission of the Change Request Form and assessment by EIT Culture & Creativity. Where approved, they will be formalised through an amendment to the Project Agreement.

Such changes include:

Changes in the consortium composition:

- a Project Participant leaving the consortium;
- a new Project Participant being added to the consortium;
- the replacement or substitution of a Project Participant, involving the withdrawal of one Project Participant and the addition of another.
- a change of the legal entity acting as Project Leader or coordinating beneficiary.

Changes to the project timeline:

- an extension of the contractual project duration.

Requests for extension must be submitted sufficiently in advance and normally at least one month before the contractual project end date.

Changes to the project budget:

- a decrease in the total approved project budget;
- an increase in the total approved project budget, only where proposed or expressly invited by EIT Culture & Creativity and subject to the availability of funding and the applicable legal and financial conditions;
- a redistribution of budget between Project Participants;
- a major redistribution between cost categories at Project Participant level, in particular where it results in an increase in subcontracting costs.

Any proposed budget change must comply with the applicable Call Guidelines, Project Agreement and eligibility of expenditure rules. A change may not be used to introduce cascading of financial support by a recipient of financial support to another third party, unless this is expressly permitted under the applicable Call Guidelines and contractual framework.

The Project Leader must submit the Change Request Form included in Annex II through the designated platform, following the instructions provided by EIT Culture & Creativity. The request must include:

- a clear description and justification of the proposed change;
- its expected impact on the project implementation, timeline, budget and Project Participants;
- the proposed effective date; and
- any relevant supporting documentation.

The request will be assessed by EIT Culture & Creativity. Additional information, clarifications or supporting documents may be requested before a decision is taken.

The Project Leader and Project Participants may not implement the proposed change before receiving written approval from EIT Culture & Creativity. Where an amendment is required, the change may only be implemented once the amendment has been signed by the relevant parties and has entered into force.

An amendment may not introduce changes that would call into question the original funding decision, undermine the eligibility conditions under which the project was selected, breach the principle of equal treatment of applicants or authorise activities or funding arrangements prohibited under the applicable Call Guidelines or Project Agreement.

4.3.2.3 STANDARD MID TERM REVIEW AND AMENDMENT WINDOW

EIT Culture & Creativity applies one standard annual amendment window, normally taking place in late Q3 and early Q4.

The amendment window is linked to the mid-year review process:

- project implementation and cost information covering Q1 and Q2 is submitted during Q3, in accordance with the instructions provided by EIT Culture & Creativity;
- EIT Culture & Creativity reviews the information submitted and may convene a monitoring panel where relevant;
- potential contractual changes identified by the Project Leader or EIT Culture & Creativity are consolidated and assessed;
- decisions on project continuation, conditions, corrective actions and proposed amendments will normally be taken following the mid-year review;
- approved amendments are prepared and processed during the standard amendment window.

Where relevant, a Go/No-Go decision may be taken following the mid-year review, the yearly review, or both. EIT Culture & Creativity may also take corrective or contractual measures at any time where serious concerns require immediate action, without waiting for a scheduled review.

Project Leaders must identify and communicate anticipated contractual changes no later than the deadline communicated by EIT Culture & Creativity.

The existence of the annual amendment window does not allow Project Participants to implement contractual changes before approval. Until an amendment has entered into force, the existing Project Agreement and its annexes remain applicable.

Exceptional amendments outside the standard window

An amendment outside the standard annual window may only be processed in duly justified exceptional circumstances where the change cannot reasonably wait until the next amendment window.

Exceptional circumstances may include:

- the withdrawal, addition or replacement of a Project Participant where an immediate decision is necessary to ensure project continuity;
- a project extension that must be approved before the contractual project end date;
- another urgent change expressly requested by EIT Culture & Creativity or EIT.

The request must explain why the change cannot be addressed during the standard amendment window. EIT Culture & Creativity will determine whether an out-of-cycle amendment is justified.

5. PERFORMANCE AND COST REPORTING

Note on funding forms

The reporting and payment process described in this Section applies to project-based funding under a Project Agreement. Its financial application depends on the funding form established in the applicable Call Guidelines, Project Agreement and payment schedule.

For projects funded through reimbursement of actual costs, unit costs or flat-rate costs, yearly cost reporting and financial assessment focus on the eligibility, documentation and acceptance of the costs declared.

For lump-sum funded projects, beneficiaries are not required to declare incurred costs for reimbursement purposes, unless otherwise specified in the applicable contractual documents. Reporting and payment assessment will instead focus on the proper implementation and acceptance of the relevant activities, work packages, deliverables, milestones, KPIs, outputs or other payment conditions.

Where this Section refers to eligible costs, reimbursement rates or accepted costs, those references apply only to the extent relevant to the applicable funding form.

5.1 STANDARD YEARLY REPORTING AND PAYMENT CYCLE

EIT Culture & Creativity applies a standard yearly reporting and payment cycle to project-based funding.

Under the standard model, payments consist of:

1. Pre-financing, processed after signature of the Project Agreement and fulfilment of the applicable payment conditions, in accordance with the relevant payment schedule; and
2. Payments following yearly reporting, calculated after EIT Culture & Creativity has assessed the performance and financial information reported for the relevant calendar year.

Day-to-day monitoring remains in place throughout project implementation. EIT Culture & Creativity may request clarifications, supporting evidence, updates or monitoring meetings at any time where needed. These monitoring activities do not constitute a separate reporting period or create an additional payment checkpoint.

The standard yearly cycle is as follows:

- activities and costs implemented during year X are reported after the end of that calendar year (31 December);
- the yearly reporting package is submitted within 60 days after the end of the reporting period communicated by EIT Culture & Creativity, normally in Q1 of year X+1;
- EIT Culture & Creativity reviews the submitted performance and financial information and requests any necessary clarifications or corrections;
- the related payment is processed normally in Q2 of year X+1, subject to the availability of funds from the Granting Authority (EIT), the applicable financial framework, reporting obligations agreed upon in the Subgrant Agreement – Project Agreement, and the results of any Certificate on the Financial Statements (CFS) and other verification procedures required by EIT Culture & Creativity and/or the Granting Authority.

Where the project ends during year X, irrespective of the month of completion, the yearly reporting package submitted in Q1 of year X+1 also serves as the final project report and as the basis for the final settlement.
Any project-specific exception to this standard cycle must be expressly established in the applicable Project Agreement or payment schedule.

5.1.1 YEARLY REPORTING

All projects must submit a yearly reporting package for each calendar year in which project activities are implemented.

The reporting period normally covers:

- from the project start date, or the day following the end of the previous reporting period, up to 31 December of year X; or
- from the project start date or previous reporting cut-off date up to the project end date, where the project ends before 31 December of year X.

The yearly reporting package must be submitted within 60 days after the end of the reporting period communicated by EIT Culture & Creativity, normally in Q1 of year X+1.

Yearly reporting normally includes:

- a yearly performance report, submitted by the Project Leader on behalf of the consortium using the template in Annex III;
- a yearly cost report, consolidating the costs incurred and reported by each Project Participant during the relevant reporting period, using the template in Annex IV;
- supporting evidence for deliverables, milestones, KPIs and other project obligations due during the reporting period;
- any additional clarifications or supporting documents requested by EIT Culture & Creativity.

Each Project Participant is responsible for providing complete and accurate financial information for its own entity. The Project Leader is responsible for coordinating and ensuring submission of all the reporting documents.

Yearly reporting is mandatory even where the project was implemented for only part of the calendar year.

Where the project ended during the reporting year, the same reporting package must also provide the information needed to assess overall project completion, including the final status of objectives, deliverables, milestones, KPIs, communication and dissemination obligations, and Financial Sustainability Mechanism or commercialisation commitments, where applicable.

No separate final report is required immediately after the project end date under the standard yearly reporting cycle.

5.1.2 YEARLY PERFORMANCE AND COST ASSESSMENT

Following submission of the yearly reporting package, EIT Culture & Creativity assesses the reported performance and financial information.

Performance assessment

The yearly performance report is reviewed by EIT Culture & Creativity using the applicable internal assessment procedure and the yearly performance assessment template.

The assessment considers:

- implementation progress against the approved project plan;
- work performed and results achieved during the reporting period;
- completion and quality of deliverables and milestones due during the period;
- KPI achievement and supporting evidence;
- risks, delays and deviations;
- implementation of communication, dissemination and branding obligations;
- Financial Sustainability Mechanism or commercialisation progress, where applicable;
- quality, completeness and consistency of the reporting package.

Where the project ended during the reporting year, the assessment also covers the overall completion of the project and the final status of all expected results and obligations.

Cost and financial assessment

For projects based on actual, unit or flat-rate costs, the yearly cost report is reviewed by EIT Culture & Creativity.

The financial assessment considers:

- costs declared for the relevant reporting period;
- compliance with the approved budget and applicable cost eligibility rules;
- the applicable reimbursement rate;
- supporting documents or clarifications requested by EIT Culture & Creativity;
- previous payments and pre-financing already received;
- the maximum EIT Culture & Creativity contribution established in the Project Agreement.

Beneficiaries must retain appropriate and sufficient documentation supporting all costs declared. Supporting documents do not normally need to be submitted with the standard yearly cost report unless requested by EIT Culture & Creativity.

For lump-sum funded projects, the assessment focuses on the completion and acceptance of the relevant activities, work packages, deliverables, milestones, KPIs, outputs or other payment conditions.

EIT Culture & Creativity may request corrections, clarifications or additional evidence before closing the yearly assessment. A clarification meeting may be convened where useful as part of the yearly assessment process.

Submission of the yearly reporting package does not by itself constitute approval of the reported information or an automatic entitlement to payment.

5.1.3 PAYMENT FOLLOWING YEARLY REPORTING

Once the yearly performance and financial assessment has been completed, EIT Culture & Creativity determines the amount payable for the relevant reporting period.

For projects based on reimbursement of actual, unit or flat-rate costs, the payment is calculated on the basis of the accepted eligible costs and the applicable reimbursement rate, taking into account:

- pre-financing already received;
- any previous payments;
- financial corrections or rejected costs;

- the maximum EIT Culture & Creativity contribution established in the Project Agreement.

For lump-sum funded projects, the payment is calculated on the basis of the approved payment schedule and the activities, work packages, deliverables, milestones, KPIs, outputs or other payment conditions accepted for the relevant reporting period.

Payments are processed normally in Q2 of year X+1, subject to the availability of funds from the Granting Authority (EIT), the applicable financial framework, reporting obligations agreed upon in the Subgrant Agreement – Project Agreement, and the results of any Certificate on the Financial Statements (CFS) and other verification procedures required by EIT Culture & Creativity and/or the Granting Authority.

EIT Culture & Creativity may withhold or adjust a payment where information is incomplete, supporting evidence is missing, costs are not accepted, project obligations have not been fulfilled or other contractual concerns remain unresolved.

5.1.4 FINAL PROJECT YEAR AND PROJECT CLOSURE

The end of a project does not create a separate reporting window outside the yearly reporting cycle.

Where a project ends at any point during year X, the final reporting period runs from the project start date or the day following the previous reporting cut-off date up to the project end date.

The related yearly reporting package must be submitted during the standard reporting window in Q1 of year X+1. This package serves simultaneously as:

- the yearly performance report for year X;
- the yearly cost report for year X;
- the final project report;
- the basis for the final performance and financial assessment;
- the basis for calculating the final balance.

For example, a project ending in Q2 of year X will not submit a separate final report immediately after Q2. It will report its final implementation period together with the other projects during the Q1 reporting window of year X+1.

The final assessment determines:

- whether the project objectives and expected results were achieved;
- whether all deliverables, milestones and KPIs were completed and sufficiently evidenced;
- whether communication, dissemination, branding and Financial Sustainability Mechanism obligations were fulfilled;
- the accepted eligible costs or accepted lump-sum activities and outputs;
- the final EIT Culture & Creativity contribution;
- whether a final payment, reduction or recovery is required.

The final balance is normally processed together with the yearly payments in Q2 of year X+1, once all assessment steps and internal approvals have been completed.

After the final outcome and any related payment or recovery have been communicated and processed, the project may be financially and administratively closed. Record-retention, audit, confidentiality, intellectual property and other surviving contractual obligations continue to apply after project closure.

5.1.5 PAYMENT ADJUSTMENTS, REDUCTIONS AND RECOVERIES

EIT Culture & Creativity may reduce, withhold, deduct or recover funding where:

- reported costs are ineligible, insufficiently supported or not linked to the approved project activities;
- activities, deliverables, milestones, KPIs or expected outputs have not been completed or sufficiently evidenced;
- substantial parts of the approved project plan have not been implemented;
- the project has deviated from the approved scope, timeline, objectives or budget without approval;
- the reporting package is incomplete, inconsistent or not corrected following a request from EIT Culture & Creativity;
- contractual, communication, branding, Financial Sustainability Mechanism or other project obligations have not been fulfilled;
- amounts previously paid exceed the final accepted EIT Culture & Creativity contribution.

Any reduction or recovery will be determined taking into account the seriousness and impact of the issue, the explanations and evidence provided by the beneficiaries, and the applicable contractual provisions.

EIT Culture & Creativity will communicate the yearly assessment outcome, including the final project-year assessment where applicable, any clarification requirements and the resulting payment, reduction or recovery implications to the Project Leader.

5.2 MID-YEAR REVIEW

In addition to the yearly reporting and assessment process, EIT Culture & Creativity will normally carry out a mid-year review covering the implementation period corresponding to Q1 and Q2.

Project Leaders may be requested to submit, during Q3, a simplified performance and cost update on behalf of the consortium, using the templates or instructions provided by EIT Culture & Creativity. The update should summarise the activities carried out, progress achieved, costs incurred, risks, delays, deviations and any anticipated project changes.

The mid-year review is an operational monitoring process. It does not constitute a separate contractual reporting period, a formal approval of costs or an automatic payment checkpoint.

The information submitted will be reviewed by EIT Culture & Creativity. Based on this review, each project may be assigned one of the following monitoring labels:

Label	General interpretation
White	Project performance exceeds the approved targets or expectations, with no relevant concerns identified.
Green	Implementation is in line with the approved project work plan. Minor gaps or clarifications may be identified, but they do not affect the overall progress of the project.
Orange	Relevant delays, deviations, risks, underperformance or missing evidence require corrective action or closer monitoring.
Red	Serious underperformance, major deviations or compliance concerns may affect project continuation or funding.

Black	Suspected fraud, persistent failure to communicate or cooperate with EIT Culture & Creativity, or another critical compliance concern requires immediate escalation and possible contractual action.

The monitoring label is an internal management tool and may be updated at any time based on the information available.

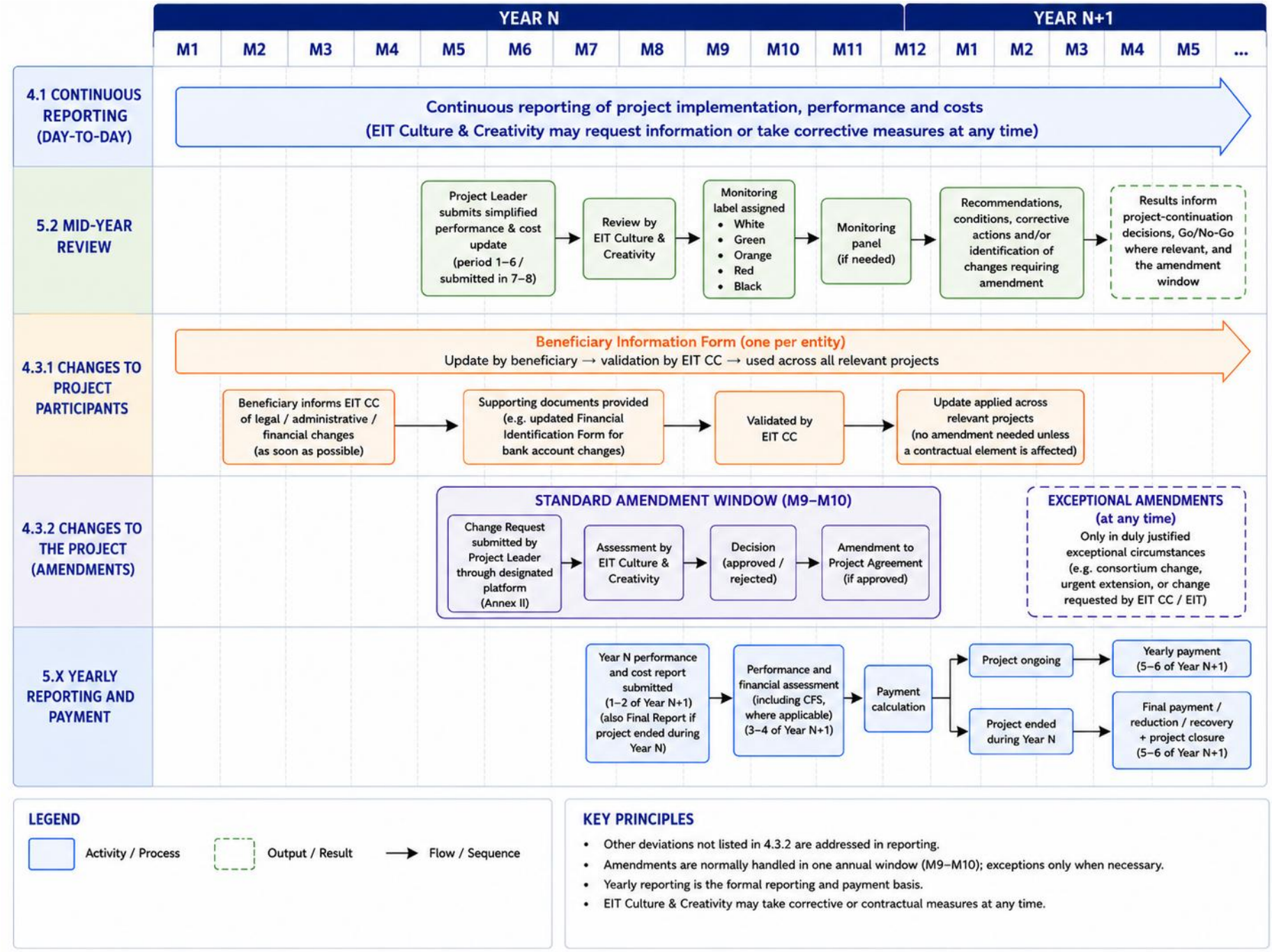
Where relevant, EIT Culture & Creativity may convene a monitoring panel. The Project Leader may be invited to provide clarifications. The panel may request additional evidence or corrective actions, establish follow-up conditions, recommend closer monitoring or identify changes requiring an amendment.

Decisions on project continuation, conditions, corrective actions and amendments will normally be taken following the mid-year review. A Go/No-Go decision may be taken following the mid-year review, the yearly review, or both where relevant.

The mid-year review and any related panels should normally be completed during Q3. Amendments identified through this process will normally be handled during the standard annual amendment window in late Q3 and early Q4, in accordance with Section 4.3.2.3.

EIT Culture & Creativity may take the applicable corrective or contractual measures at any time where serious concerns are identified, without waiting for the mid-year or yearly review.

PROJECT IMPLEMENTATION WORKFLOW OVERVIEW



5.3. ELIGIBILITY OF EXPENDITURES

Grants are subject to the principles laid down in the Financial Regulation (Regulation (EU, Euratom) 2018/1046), outlined in Art. 188-193.

The specific form of funding applicable to each call, project or programme will be defined in the relevant Call Guidelines and Eligibility of Expenditure document annexed, and in the Project Agreement and its annexes. Depending on the call, financial support may be provided through reimbursement of eligible actual costs, unit costs, flat-rate costs, lump sums, prizes or other forms allowed under the applicable Horizon Europe and EIT rules.

For calls based on reimbursement of actual, unit or flat-rate costs, eligible costs must be broken down according to the applicable budget categories, as defined in Article 6 of the Horizon Europe Model Grant Agreement (HE MGA).

For calls based on lump sums, the same budget categories may be used, where relevant, to structure and assess the budget estimations submitted at proposal stage. In such cases, the budget is used to assess whether the proposed lump sum is reasonable, proportionate and aligned with the planned activities, but beneficiaries are not required to declare incurred costs for reimbursement purposes.

Financial support awarded by EIT Culture & Creativity may be subject to verification, checks, reviews and audits in accordance with the applicable Horizon Europe, EIT and Project Agreement rules.

For funding based on actual, unit or flat-rate costs, verification may include checks on the eligibility, documentation and accounting treatment of the costs declared.

For lump-sum funded calls, verification will focus on the proper implementation of the approved activities and the completion and approval of the relevant work packages, milestones, deliverables and outputs. EIT Culture & Creativity may request supporting evidence demonstrating that the funded activities were implemented as approved and that the use of funds was reasonable and aligned with the project objectives.

Costs, activities, outputs or funding claims that do not comply with the applicable call conditions, subgrant Agreement or Horizon Europe/EIT rules may be rejected, reduced, deducted from payments or subject to recovery, as applicable.

6. BRANDING

EIT and EU funding support has to be acknowledged in all project materials according to the provisions on Branding and Communication specified in the relevant Call Guidelines and the Project Agreement, and any additional instructions provided by EIT Culture & Creativity. For cross-KIC projects, any additional specific branding and visual identity requirements are also applied.

7. FAQ AND TROUBLESHOOTING

Reporting and templates

Q: Where can I find the official templates for reporting deliverables, KPIs, performance reports and cost reports, and how should milestones be reported?

A: Templates are provided directly by EIT Culture & Creativity and shared with beneficiaries at the start of the project or before the relevant yearly reporting cycle. Beneficiaries must always use the latest version provided by EIT Culture & Creativity. Examples are included in the Annexes to these Guidelines. Milestones do not have a separate reporting template unless specifically requested by EIT Culture & Creativity. They are reported directly through the designated reporting platform by recording the milestone status and uploading or linking the relevant supporting evidence.

Eligibility and costs

Q: What happens if a cost is incurred after the project end date?

A: Costs are eligible only if incurred during the project duration defined in the PRA. Expenditures outside this period are ineligible unless explicitly allowed under the applicable contractual framework or approved by EIT Culture & Creativity where possible.

Q: Are subcontracting and travel costs capped?

A: Subcontracting costs are limited to a maximum of 30% of the total costs at participant level and 15% of the total costs at project level. No fixed caps apply to travel costs unless stated in the PRA, Call Guidelines or approved budget. However, all costs must be reasonable, necessary, directly linked to project objectives, aligned with the approved budget and supported by evidence. Any increase in subcontracting costs must receive prior approval by EIT Culture & Creativity.

Q: Do beneficiaries need to submit invoices, timesheets or contracts with each cost report?

A: Normally not, unless requested by EIT Culture & Creativity. However, beneficiaries must retain appropriate and sufficient evidence to prove the eligibility of all declared costs for at least five years and must provide it upon request, including in case of audit or verification.

Changes and amendments

Q: When should I use the Change Request Form?

A: The Change Request Form must be used for the contractual changes listed in Section 4.3.2.2, including changes to the consortium composition, an extension of the project duration and the specified budget changes. Other operational adjustments and deviations must be documented through the applicable reporting process unless EIT Culture & Creativity instructs otherwise.

Q: Do I need to sign a new Project Agreement for every change?

A: No. Administrative updates and operational adjustments that do not affect contractual elements do not require an amendment. Changes listed in Section 4.3.2.2 require prior approval and, where approved, must be formalised through an amendment to the Project Agreement.

Reviews and payments

Q: What reporting process applies to funded projects?

A: All projects follow a yearly reporting cycle. Activities and, where applicable, costs implemented during year X must be reported during the common reporting window communicated by EIT Culture & Creativity, normally in Q1 of year X+1. Deliverables, milestones and KPIs continue to be monitored and reported during project implementation according to their approved due dates.

Q: What happens if a project ends before the end of the calendar year?

A: The project does not submit a separate final report immediately after its end date. The yearly reporting package covering the year in which the project ended must be submitted during the standard Q1 reporting window of the following year. This package also serves as the final project report and as the basis for the final settlement.

Q: Does yearly reporting trigger a payment?

A: Yearly reporting is the basis for calculating the payment related to the relevant calendar year. Payment is processed only after EIT Culture & Creativity has completed the performance and financial assessment, resolved any pending clarifications and completed the applicable internal approvals and financial checks.

Q: When are payments following yearly reporting normally processed?

A: Payments are normally processed in Q2 of year X+1 for the activities and costs reported for year X, subject to completion of the assessment, availability of the corresponding funds and fulfilment of the applicable payment conditions.

Q: When is the final payment released?

A: The final balance is assessed on the basis of the yearly reporting package covering the year in which the project ended. It is normally processed together with the other yearly payments in Q2 of year X+1, once the final performance and financial assessment have been completed.

Q: Can EIT Culture & Creativity request a meeting during the assessment?

A: Yes. EIT Culture & Creativity may convene a clarification or monitoring meeting where information is incomplete, unclear or requires discussion. Such a meeting forms part of the yearly assessment and does not create a separate reporting period or payment stage.

Technical and platform issues

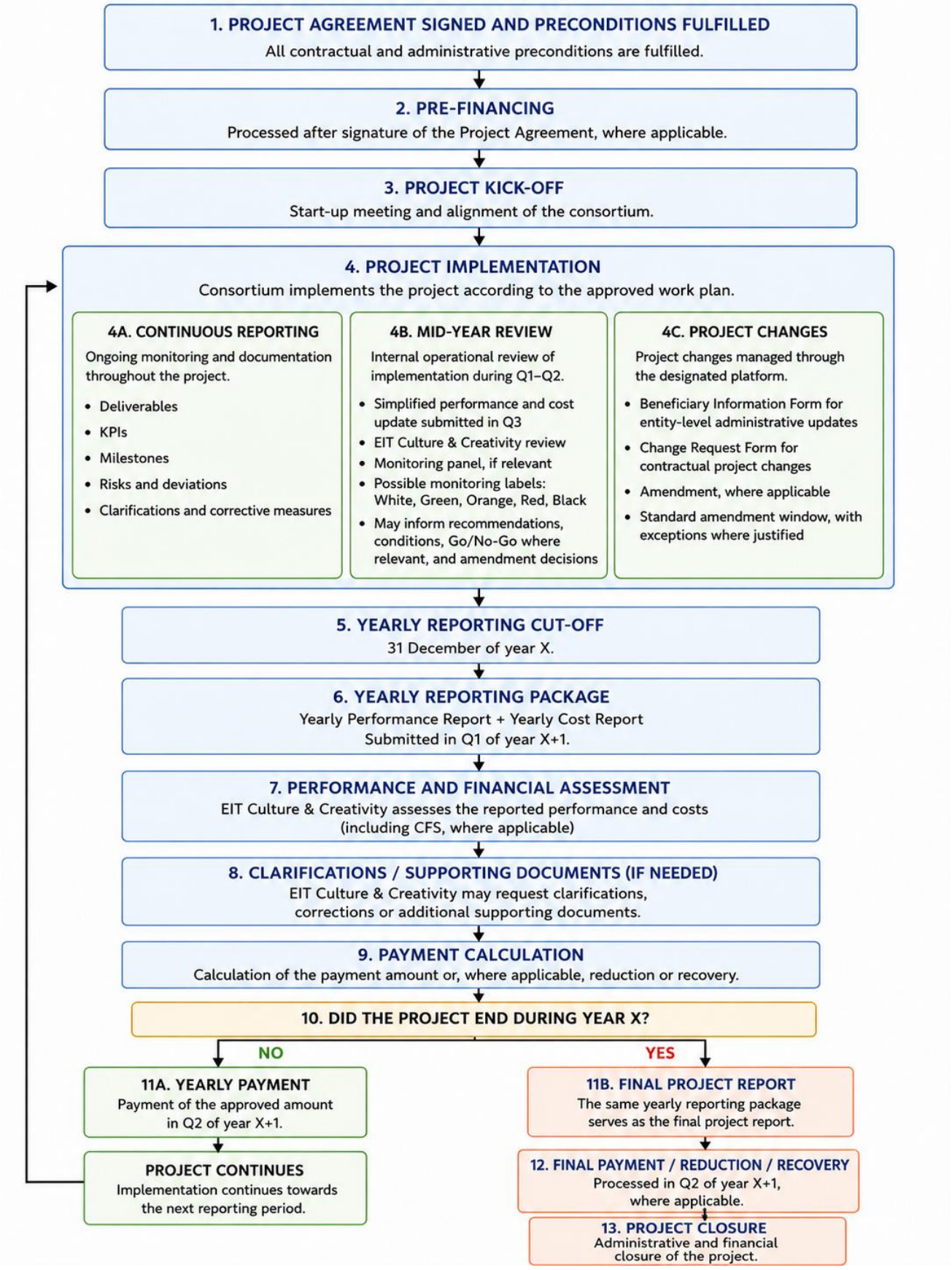
Q: I cannot upload a deliverable or report due to a file size limit — what can I do?

A: Reduce the file size, for example by compressing images or saving the file as PDF. If the issue persists, contact EIT Culture & Creativity through the designated communication channel for further instructions.

Q: I cannot access the reporting platform.

A: Check your access rights and credentials. If you still cannot log in, contact your usual EIT Culture & Creativity contact for support.

ANNEX I. WORKFLOW ON PROJECT IMPLEMENTATION LIFECYCLE



ANNEX II. CHANGE REQUEST FORM[1]

Project number as stated in the Project Agreement	
Full project title	
Project acronym	
Name of Project Leader	
E-Mail of the Project Leader	
Type of project modification	**Changes in the consortium composition** ☐ Project Participant leaving the consortium ☐ New Project Participant being added to the consortium ☐ Replacement or substitution of a Project Participant ☐ Change of the legal entity acting as Project Leader or coordinating beneficiary **Changes to the project timeline** ☐ Extension of the contractual project duration **Changes to the project budget** ☐ Decrease in the total approved project budget ☐ Increase in the total approved project budget, where proposed or expressly invited by EIT Culture & Creativity ☐ Redistribution of budget between Project Participants ☐ Major redistribution between cost categories at Project Participant level, in particular where it results in an increase in subcontracting costs

[1] The completed Change Request Form and supporting documentation must be submitted through the designated platform. The proposed change may not be implemented before written approval by EIT Culture & Creativity and, where applicable, entry into force of the amendment.

Date and type of approval of the change(s) within the consortium	Date of approval: DD/MM/YYYY Method of approval: ☐ Consortium meeting ☐ E-mail confirmation ☐ Written agreement signed by the Project Participants
Proposed effective date of the change	DD/MM/YYYY
Description of the project change	Briefly describe the requested change(s):
Justification of the project change	Briefly justify the requested change(s):
Impact of the proposed change	Describe the expected impact on project implementation, timeline, budget and Project Participants.
Supporting documentation	List and attach the relevant supporting documents.
Exceptional request outside the standard amendment window, where applicable	Explain why the change cannot wait until the standard annual amendment window.

ANNEX III. YEARLY PERFORMANCE REPORT TEMPLATE

Section	Field	Information to be provided by the beneficiary
Project Overview	Project acronym	Project acronym as stated in PRA.
	Project title	Full title of the project.
	Project code	Project code as stated in PRA.
	Project Leader - Entity	Name of the entity leading the Project.
	Project Leader - PIC	PIC number of the entity leading the Project.
	Project Leader - Name Surname	Name and surname of the Project Leader.
	Project Leader - Email	Email address of the Project Leader.
	Consortium partners	List of all partners involved, including roles and responsibilities.
	Project duration	Start and end date of the project as specified in the PRA (and any amendment, if applicable)
	Reporting period	Start and end dates of the reporting period (From DD/MM/YYYY to DD/MM/YYYY).
	Context and overall objectives	High-level objectives of the project as outlined in the proposal. Describe the context and overall objectives and the expected impact of your project.
	Project status at the end of the reporting period	Ongoing / Completed during the reporting period
Progress Summary	Work performed and main achievements	Summary of the main achievements during the reporting period in relation to the project plan. Please describe the activities performed per WP and the main achievements during the period covered.
	Final project-year summary: only where the project ended during the reporting period	Provide a concise summary of the overall implementation and completion of the project, including the final status of objectives, deliverables, milestones, KPIs, expected results, communication and dissemination activities, and Financial Sustainability Mechanism or commercialisation obligations, where applicable.
Results and Impact	Achieved results and impact	Describe the results of your activities during the period covered, and their impact (on target groups, change, innovation etc.).

	KPI status	Uploaded on the reporting platform Current status of key performance indicators (KPIs), specifying achieved vs. planned values and justification of any deviation.
	Deliverables status	List of deliverables completed, their status, and compliance with due dates.
	Milestones status	Milestones reached, their status, and original/planned due dates.
	Communication and dissemination activities	Description of the communication and dissemination activities performed and related outcomes in terms of target achievements and maximisation of the project impacts.
	Exploitable results	Description of the exploitable results achieved and related exploitation strategy.
Risks, Challenges & Mitigation	Risks and challenges (foreseen and unforeseen) encountered	Give the state of play of the risks and new risks that materialised during project implementation. Describe challenges that required deviations from the plan.
	Mitigation measures	Actions taken or proposed to mitigate risks and address challenges. Deviations from the plan.
Deviations from PRA and Annexes	Deviations in the use of financial resources	Details and justifications on any deviation regarding costs reported in the financial report.
Financial Sustainability Mechanism	Current status of the Financial Sustainability Mechanism (if applicable)	Describe the current status of the Financial Sustainability Mechanism, including whether a SAFE agreement has been signed and any details on revenue sharing, if applicable.
Annexes	Communication and dissemination report (if applicable)	Documentation presenting relevant communication and dissemination activities (e.g. event reports, attendance lists, stats from social media, website and relevant dissemination platforms).

Project Leader Signature

Signature:

Name Surname:

Job Title:

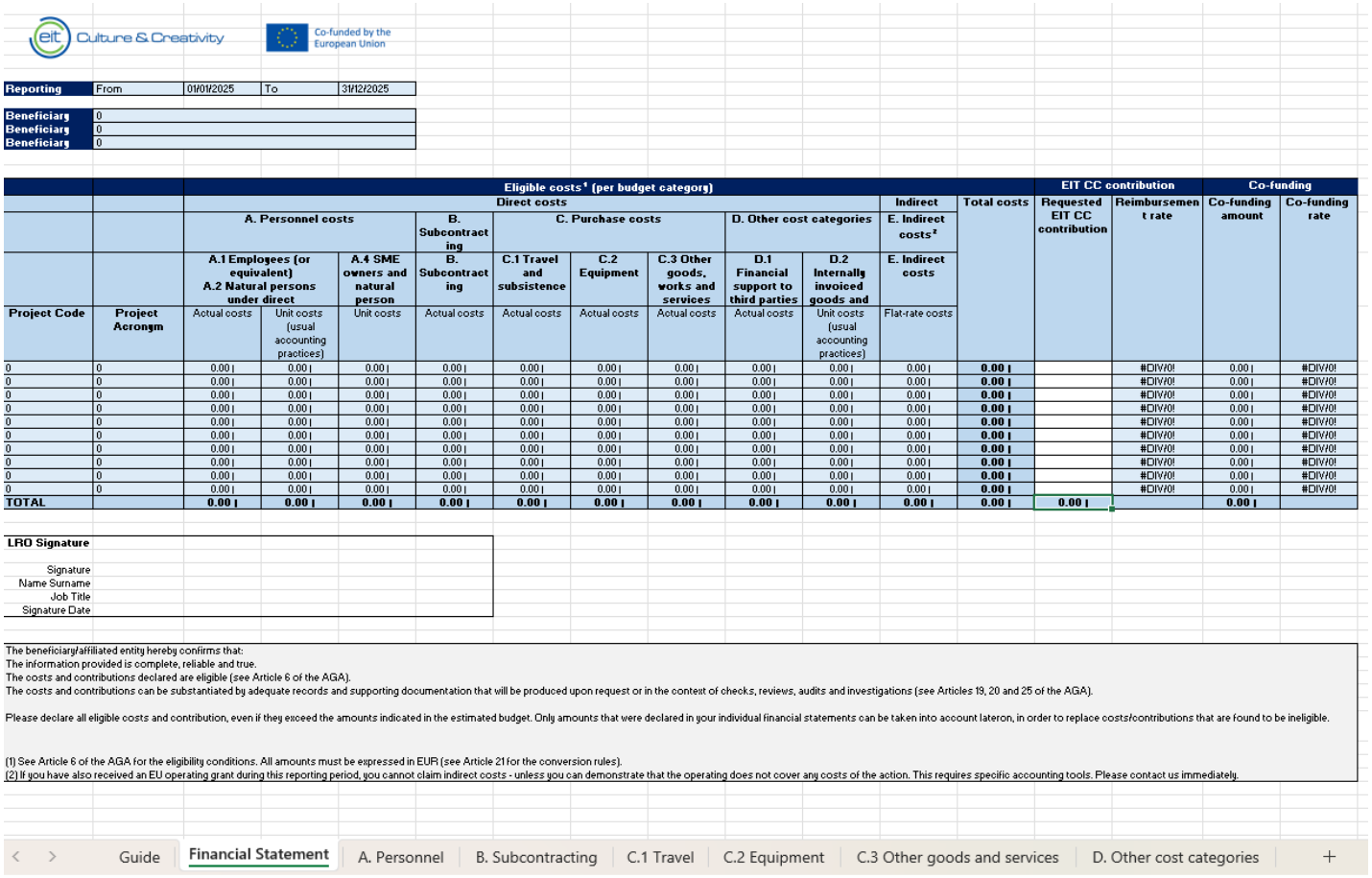
Signature Date:

ANNEX IV. YEARLY COST REPORT TEMPLATE

Costs must be reported by each Project Participant using the EIT Culture and Creativity Cost Report Template. The Cost Report must be submitted on time and duly signed on the Designated reporting platform.

The template and access to the reporting platform will be provided by EIT Culture & Creativity.

EXAMPLE:



eit Culture & Creativity — Co-funded by the European Union

Reporting	From	01/01/2025	To	31/12/2025
Beneficiary	0			
Beneficiary	0			
Beneficiary	0			

		Eligible costs[1] (per budget category)											EIT CC contribution		Co-funding	
		Direct costs									Indirect	Total costs	Requested EIT CC contribution	Reimbursement rate	Co-funding amount	Co-funding rate
		A. Personnel costs			B. Subcontracting	C. Purchase costs			D. Other cost categories		E. Indirect costs[2]					
		A.1 Employees (or equivalent) A.2 Natural persons under direct		A.4 SME owners and natural person	B. Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	D.2 Internally invoiced goods and	E. Indirect costs					
Project Code	Project Acronym	Actual costs	Unit costs (usual accounting practices)	Unit costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Unit costs (usual accounting practices)	Flat-rate costs					
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TOTAL		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**		**0.00**	

LRO Signature	
Signature	
Name Surname	
Job Title	
Signature Date	

The beneficiary/affiliated entity hereby confirms that:
The information provided is complete, reliable and true.
The costs and contributions declared are eligible (see Article 6 of the AGA).
The costs and contributions can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 20 and 25 of the AGA).

Please declare all eligible costs and contribution, even if they exceed the amounts indicated in the estimated budget. Only amounts that were declared in your individual financial statements can be taken into account lateron, in order to replace costs/contributions that are found to be ineligible.

(1) See Article 6 of the AGA for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 for the conversion rules).
(2) If you have also received an EU operating grant during this reporting period, you cannot claim indirect costs - unless you can demonstrate that the operating does not cover any costs of the action. This requires specific accounting tools. Please contact us immediately.

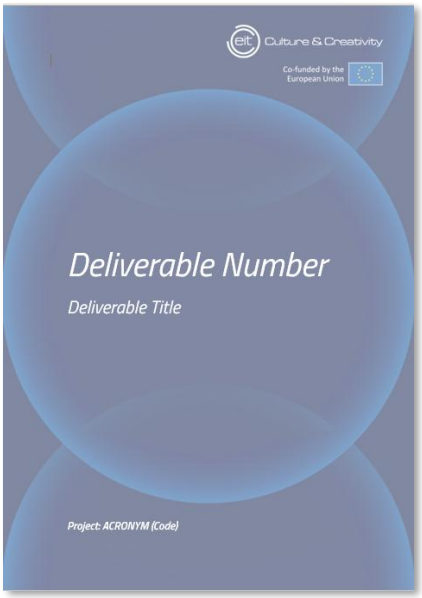
Guide | Financial Statement | A. Personnel | B. Subcontracting | C.1 Travel | C.2 Equipment | C.3 Other goods and services | D. Other cost categories | +

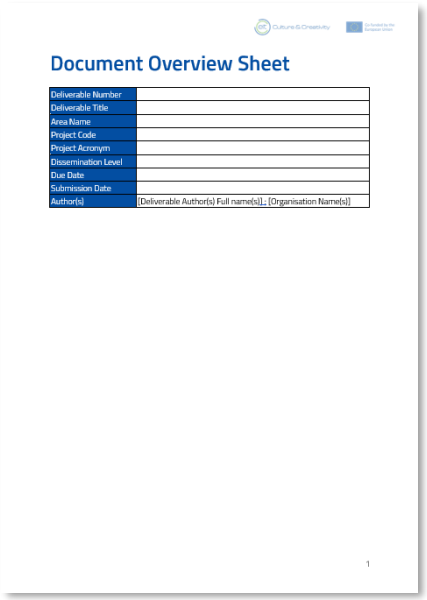
ANNEX V. DELIVERABLES REPORTING

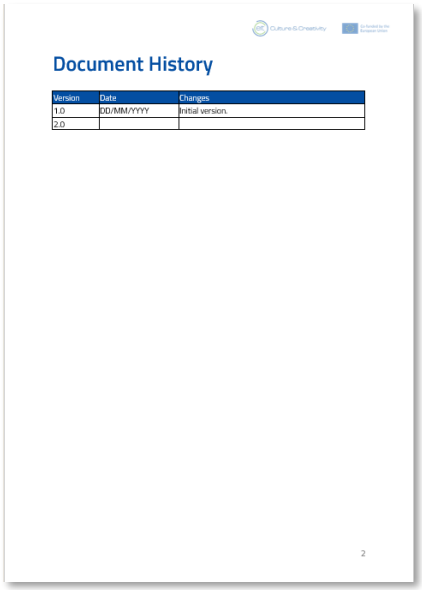
Deliverables must be submitted through the designated reporting platform by their applicable due dates. Beneficiaries must document progress towards deliverables, providing relevant evidence and explanations for any deviations.

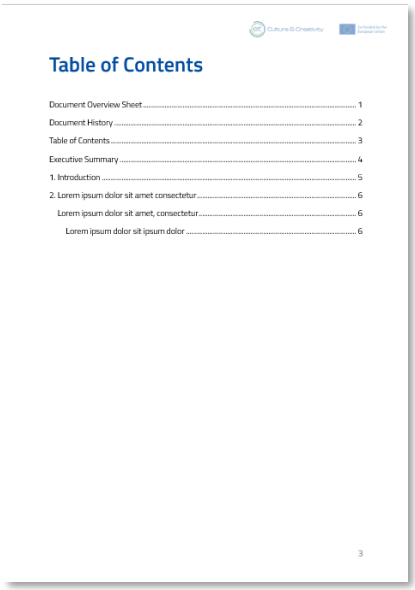
Deliverable templates and access to the reporting platform will be provided by EIT Culture & Creativity.

EXAMPLE:









ANNEX VI. KPI REPORTING

KPIs must be achieved and reported through the designated reporting platform by their applicable due dates. Beneficiaries must document progress towards KPI achievement, providing relevant evidence and explanations for any deviations.

KPI reporting templates and access to the reporting platform will be provided by EIT Culture & Creativity.

EXAMPLE:

KIC Name	Ref # * (150)	Reporting Year * (4)	Name of the participant *	Gender of the participant *	Country of origin/citizenship *	Title of course/training/education activity delivered *	Type of the programme *	Key learning ourcomes, competencies and results of the programme *	Participants enrolled/successfully finished in the reporting year	Project code (KIC activities reference - SourceProjectNbr) *	Education/Training delivered as part of the HEI CBI? (Yes/No) *