<Date >

For the attention of XXX

Expertise France

73, rue de Vaugirard

75006 PARIS – France

**Object: Submission of reports [and payment request] for a grant contract**

Grant contract reference number

Project name:

Name and address of the beneficiary:

Period covered by the reports submitted:

[Period covered by the payment request]:

[Payment request number]:

To the CEO,

I am pleased to submit to you the [intermediate] / [final] narrative and financial reports covering the period of XX/XX/XXXX to XX/XX/XXXX, in accordance with the schedule set out in Article 4.2 of the special conditions of the contract.

*Wording to be added if a payment request is being made:*

I am pleased to request from you [additional prefinancing] / [payment of the balance] with regard to the aforementioned contract.

The amount requested is €XXXX, calculated on the following basis:

|  |  |
| --- | --- |
| Total amount of the project | €XXX |
| Total amount of the contribution agreed from Expertise France | €XXX |
| Prefinancing received over the previous period XXX | €XXX |
| Total amount of prefinancing received | €XXX |
| Total expenditure since the start of the project (covered by the report) | €XXX |
| Forecast amount of expenditure for the next period | €XXX |
| Amount to be paid, i.e. XXX% of the forecast amount, year XXX +1 | €XXX |

The following supporting documentation is attached:

*For the submission of intermediate reports and for the payment of a subsequent prefinancing tranche:*

The narrative report and any appendices;

The intermediate financial report accompanied by the detailed breakdown of expenditure;

* The forecast budget for the next reference period;

*For the submission of final reports and the request for payment of the balance*:

* The narrative report and any appendices
* The financial report accompanied by the detailed breakdown of expenditure;

The payment must be made to the following bank account: <state the account number provided in the “financial identification” form appended to the contract[[1]](#footnote-1)>

***Sworn declaration***

***I hereby certify that the information provided in the reports [and in this payment request] is complete, accurate and true, and supported by adequate and verifiable supporting documentation.***

***I also certify that costs as declared have been incurred in accordance with the conditions of the contract and can be treated as eligible in accordance with the conditions of the contract.***

Your sincerely,

< Signature >

1. If a different bank account is to be used, a new “financial identification” form must be provided in good time. [↑](#footnote-ref-1)