



Administrative and Financial Requirements

Connect for Global Change



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1. Introduction

When you receive a grant from Connect for Global Change, you, as a lead grantee and your possible co-grantee(s), will as 'grantees' be committed to meet a series of conditions and demands concerning how to manage the grant.

In this part of the Grant management documentation called 'Administrative and financial requirements', you may read about:

- Your obligations regarding the visibility of the European Union and Connect for Global Change as funders of your grant.
- Your obligations concerning accounting, monitoring and reporting.
- How to administer the grant in practice.

Therefore, kindly read these requirements before applying for Connect for Global Change funding.

Please note that these requirements are based on the rules and guidelines for funding issued within the Procurement and Grant for European Union external actions – A Practical Guide (PRAG) and corresponding annexes. This guide follows the version of [the INTPA PRAG applicable as of 24 June 2022](#). As such, all instructions are imperative and should be followed consistently. This guide gives you an overview of the most relevant administrative and financial rules and requirements from the PRAG.

It is important that you pay attention to whether you are complying with these rules and requirements throughout the implementation of your Action. If you fail to administer the grant correctly, you may – in the worst case – be obliged to return the entire granted amount.

1.2 Who is responsible for the grant?

A grant from Connect for Global Change is awarded to the organisation featured as the "lead" grantee (called lead-applicant in the guidelines and forms) and if relevant also the co-grantee(s) (called co-applicant(s) in the guidelines and forms). The governing body of the grantee(s) is/are fully responsible for the grant being managed according to the rules stated in this document and in accordance with the application for which the Grant has been granted.

The lead grantee will be the main entry point for all communication with the Connect for Global Change team of Wilde Ganzen.

2. General Principles

Grants are subject to the principles laid down in the EU Financial Regulation, in particular the principles of co-financing, prohibition of double financing and non-profit.

Co-financing principle

European Union grants do not finance the entire cost of the action, but 90% of the costs. Co-financing may be provided either by means of the grantee(s)' own financial contribution or in the form of public or private contributions obtained from other donors. Important to be aware that the co-financing must reach exactly 10% and no less nor more. The final amount of the grant will be determined upon the sum of the eligible costs, taking this rule into account.

No double financing rule

The Action should give rise to the award of only one grant. There can be no duplicate European Union funding of the same expenditure. The grantee(s) must indicate the sources and amounts of

any other funding received during the implementation period for the same Action or for routine activities (running costs).

The general rule of co-financing within the Call is that “The balance at the end of the project: 10% of the total costs are always financed by co-financing and 90% by the EU budget”. The rule shall be verified for what concerns the 10% co-financing requested to the grantee(s).

No-profit rule

The EU grant may not have the purpose or effect of producing a profit for the grantee(s). Profit is defined as a surplus of the receipts over the eligible costs incurred by the grantee(s), when the request is made for payment of the balance. The receipts referred to above shall be limited to income generated by the Action as well as financial contributions specifically assigned by donors to the financing the eligible costs.

Any income of the Action must be indicated in the estimated budget and the final financial statement. If the final amount results in a profit for the grantee(s), the amount of the grant will be reduced by the percentage of the profit corresponding to the European Union contribution to the eligible costs of the Action actually incurred by the grantee(s).

3. Contract

After approving a grant, the Connect for Global Change team of Wilde Ganzen will send a signed contract to the lead grantee (contact person of the Action), the Grant contract. The Grant contract sets out the requirements and conditions to be met as described in these guidelines as well as the deadlines that must be met regarding the management of the grant. It also includes the “[Declaration by Applicant](#)” that was submitted with the application. The Grant contract must be signed by all the grantee(s) (lead-grantee and co-grantee(s), if present). Hence, co-grantee(s) must satisfy the same eligibility criteria applicable to the lead-grantee. The lead-grantee holds the legal responsibility of the grant.

The signed Grant contract shall be returned to Wilde Ganzen through electronic signature, by mail as scanned PDF version and/or also by postal mail at the start of the Action. Only when Wilde Ganzen has received the signed Grant contract may the first disbursement take place.

A concept of the Grant contract can be found in this [document](#) or at the [documents page of the Connect for Global Change website](#).

4. Cooperation Agreement

In the case of a granted Action is realised by a lead-grantee and one or more co-grantee(s), a cooperation agreement shall be drawn up between the lead-grantee and the co-grantee(s). It is important that it describes the responsibilities and obligations as well as the rights of all parties involved. Wilde Ganzen will eventually transmit a draft as inspiration to draw up a cooperation agreement. Such a cooperation agreement should be signed by the lead-grantee and the co-grantee(s) before the implementation of the Action.

A concept of the Cooperation agreement can be found in this [document](#), or at the [documents page of the Connect for Global Change website](#).

5. Procurement

The procurement procedures ensure that the choice of supplier respects the following principles:

- Principle of Best Price-Quality Ratio:
 - Contracts must be awarded to the tender offering the best price-quality ratio or the lowest price.
 - Beneficiaries must avoid conflicts of interest and use objective criteria to evaluate offers.
- Documentation and Accountability:
 - Beneficiaries must keep sufficient and appropriate documentation to justify their choices and procedures.
 - The European Commission will conduct ex-post checks to verify compliance.
- Rules on Nationality and Origin:
 - Participation in tender procedures is open to natural and legal persons from member states or countries deemed eligible by the relevant regulations.
 - Tenderers must declare and prove their nationality.
 - For some programs, suppliers must prove the origin of goods, especially if the value exceeds €5,000.
- Exceptions to Nationality and Origin Rules:
 - In exceptional cases, deviations can be allowed with prior authorization from the European Commission.
 - These guidelines ensure that procurement processes are transparent, fair, and in compliance with EU regulations.

To follow this procedure, you must:

- Define clear selection criteria (incl. price and time frame for the task). This must be explained and written in an internal document (i.e. minutes, tender request). It is important to prepare and keep a document describing the steps followed for the procurement, from the initial identification of suppliers through to the final contracting decision. As a general rule, a letter sent by the tenderer is better evidence of a competitive consultation than a note from the Recipient stating that the tenderer was contacted. In the request for quotations it is important to detail the terms of the service/purchase requested, the deadline for the submission and the criteria for the evaluation.
- Secure that the person or firm you wish to contract does not fall under one of the exclusion situations which are defined in [INTPA PRAG section 2.6.10.1.1](#). This should be confirmed by the firm/person in a signed declaration similar to the 'Declaration by Applicant.
- Fill in the '[Single Tender report form](#)'. In the tender report you shall describe who you are planning to contract and why.
- Draw up a contract stating clear conditions for the task. The contract should be signed by all involved parties, the grantee as well as the person or firm conducting the task.

All documents (the internal document, the declaration, the selection report format and the contract) shall be saved as documentation. For further information, please consult the '[Procurement by grant beneficiaries](#)' document of the EU.

6. Visibility

The grantee(s) must fully comply with the visibility and communication requirements relevant to Connect for Global Change, based on the [Communication and visibility guidelines of the EU](#).

6.1 EU Emblem

This includes:

- All publications, references, documents, news and any other visibility and communication activities and products regarding the project must follow the “Connect for Global Change brand guidelines for grantees”, that will be provided to the grantee(s).
- Any notice or publication by the grantee(s) concerning the project, including those given at conferences or seminars, shall specify that the project has received European Union funding through the Connect for Global Change subgranting programme;
- All grantee(s) must prominently display the Connect for Global Change logo including the tag ‘by Wilde Ganzen’, the EU flag (emblem) and funding statement “Co-funded by the European Union” in all their communication and dissemination activities related to the Action. The funding statement should be translated into local languages, where appropriate. Logos can be downloaded from the [documents page of the Connect for Global Change website](#).
- The grantee(s) shall mention the financial contribution in their internal and annual reports.

6.2 Disclaimers

In addition to the funding statement, the following disclaimer must be added, varying by content type:

- For publications in print or electronic format:
 - ‘This publication was co-funded by the European Union. Its contents are the sole responsibility of <name of the author/grantee> and do not necessarily reflect the views of the European Union.’
- For websites and social media accounts:
 - ‘This <website/account> is co-funded by the European Union. Its contents are the sole responsibility of <name of the author/ grantee> and do not necessarily reflect the views of the European Union.’
- For videos and other audio-visual material:
 - ‘This <video/film/recording> was co-funded by the European Union. Its contents are the sole responsibility of <name of the author/ grantee> and do not necessarily reflect the views of the European Union.’

7. Ownership: results, products and equipment

7.1 Results and products

Products produced as part of the Action belong to the grantee(s) but the Connect for Global Change consortium and the European Commission have the right to use them freely and as they see fit

during and after completion of the Action, provided that this does not break with any industrial and/or intellectual property rights.

7.2 Statement of permission

Please, note that in case natural, recognizable persons are depicted in a photograph or film, the grantee(s) shall collect a statement of these persons giving their permissions for the described use of their images. Grantee(s) can also use already collected statements from i.e. parents at a school given permission that their children can be photographed – the statements still need to be accessible for grantee(s) (see requirements for documentation). Documentation needs to be secured by the grantee(s). The Connect for Global Change team of Wilde Ganzen or auditors can ask for samples if needed.

7.3 Equipment

Equipment can only take up a minor part of the granted budget.

If equipment is part of the budget for the Action, the grantee(s) must specify its use and who will retain the ownership of it after the Action (i.e. the lead grantee, co-grantee(s), local beneficiary(ies), local authorities, local affiliated entity(ies), or another action funded by the European Union). This list must be complied with at the end of the implementation period. For the registration of ownership a format is included in the budget format.

8. Payments

An instalment of the grant can only be paid after the respective Connect for Global Change team of Wilde Ganzen has received a signed Grant contract from the grantee(s).

The lead-grantee will receive a grant determination letter when the final reporting and account is approved. This letter can result in a need to return part of the funding depending on the final reported eligible expenditures.

The first instalment will be 100% of the granted amount. The balance of the grant will be drawn up when the Connect for Global Change team of Wilde Ganzen approves the final report and account of your Action.

- The signed grant contract serves as the initial pre-financing payment request
- Note that all activity costs shall be incurred during the implementation period.
- The balance of the final amount of the grant will be in any case calculated on the basis of the total amount of eligible expenses (as result of the external audit) and the 10% of cofinancing fixed by the contract.

9. Financial management requirements

9.1 Accounts

The grantee(s) shall keep accurate and regular accounts of the implementation of the Action using an appropriate electronic (can be an excel sheet) accounting system enabling control of the liquidity, and tracking of all expenses and costs.

The accounts:

- May be an integrated part of or an adjunct to the grantee(s)'s regular system;
- Shall comply with the accounting and bookkeeping policies and rules stated in the Grant contract;
- Shall enable income and expenditure relating to the Action to be easily traced, identified and verified.

9.2 Record keeping

The grantee(s) shall keep all records, accounting and supporting documents related to the Grant for five years following the payment of the balance and in case of any on-going audit, verification, appeal, litigation or pursuit of claim.

Records and the like shall be easily accessible. This means it must be filed in a way that facilitates easy examination and control by the Connect for Global Change team of Wilde Ganzen, the Commission, OLAF and the Court of Auditors to exercise their powers of control on all documents and information.

Supporting documentation shall be available either in the original form, including in electronic form, or as a copy. Documentation consists not only of accounting records such as invoices, vouchers, contracts etc., but also proof of payments and procurement process (newspaper ads, invitation letters, tender committee minutes etc.). A non-exhaustive list will be part of the Grant Contract.

All the expenses must be identifiable and verifiable. To assure this it is good practice to mark documents with a reference like "Connect for Global Change - NDICI CSO / 2023 / 448-375" or something similar that enables easy identification.

Concerning Invoices, along with the receipt of payment or copy of bank transfer and the bank statement showing the payment, they must:

- Be addressed to the lead-grantee or the co-grantee(s)
- Be clearly identifiable through for instance a reference to "Connect for Global Change - NDICI CSO / 2023 / 448-375" or otherwise
- Have the name of the supplier
- Be dated after the starting date of the Action
- Be dated before the end date of the Action
- Have the description of the cost incurred which must refer to the project implementation period
- Clearly show the VAT amount

9.3. Own contributions

The Action requires 10% of own contribution to the total budget. The own contribution cannot be a contribution in-kind. The own contribution is included in the total budget of the project and will be audited in the same way as the other expenses covered by EU financing. If after the audit the total amount of eligible expenses has decreased, the grant and the co-financing/own contribution will decrease proportionally.

If during the Action, there are changes in the amount of own contribution, then the grantee(s) must inform the Connect for Global Change team of Wilde Ganzen through a newly filled in format of the "3. Sources of Funding" sheet in the '[Budget Form](#)'.

9.4 Budget management

Grant applications included a detailed estimated budget presented in EUR. The budget form can be found in this [document](#), or can also be found at the [documents page of the Connect for Global Change website](#).

Grantee(s) established in countries outside the Eurozone must use the conversion rates as described in [article 15.9 of the general conditions](#). Grantee(s) should be aware that they fully carry the exchange rate risk.

10. Eligible direct costs

In the following paragraphs, it is explained what should be included and registered under all budget headings included in your budget. It informs you on how to register staff costs, travel and accommodation costs, buy and register equipment, pay for services, register your administration costs and lastly which costs are not eligible so cannot be included in your budget.

10.1 Staff costs (Heading 1. Salaries & Fees)

The costs of personnel working under an employment contract with the grantee(s) or an equivalent appointing act and assigned to the Action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the grantee(s)' usual policy on remuneration; those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used.

The costs of natural persons working under a contract with the grantee(s) other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

1. the natural person works under the instructions of the grantee and, unless otherwise agreed with the grantee, in the premises of the grantee;
2. the result of the work belongs to the grantee; and
3. the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the grantee.

The cost of any work to be performed by external experts should not be included in staff costs but under services (see Heading 4. Services)

The salary costs should not exceed the rates corresponding to the grantee(s)' usual policy on remuneration.

Only the real costs (i.e. actual salaries paid) will be considered eligible costs. For personnel costs to count as eligible direct costs, there must be a real and verifiable transfer of funds from the organisation and the assignment of the staff in question must be genuine, necessary and reasonable in relation to the activity being subsidised and to the duration of the Action.

Following country regulations for employment for instance, the following documentation to justify staff costs must be kept:

- Contract signed by the employer and employee
- Letters of appointment
- CV

- Copy of identity document
- Personnel cost table: in order to calculate the hourly cost, the gross actual salaries (including social security charges and statutory costs) and total workable days per year are required information.

The determination of the total workable days and the total workable hours should be made respecting the standard working time either under national laws, collective agreements or under the organisations' normal accounting practice.

The actual time spent on the Action must be recorded on a regular basis using timesheets or an equivalent time registration system established and certified by the employer. Timesheets must be dated and signed by the individual concerned and validated by the employer. It is recommended to adopt a single timesheet encompassing the time worked by each staff member on the particular EU supported Action (national example format for timesheet).

10.2 Travel, accommodation and subsistence allowances (Heading 2. Travel)

Costs of travel and related subsistence allowances are eligible provided that they are in line with the grantee(s) usual practices on travel.

The expenditures of meetings held in the context of the Action should be justified by means of (signed) attendance or registration lists or by other means that prove actual participation. These lists must be provided to the European Commission if so requested.

Journeys must be carried out by the most direct, economic and environmentally friendly mode (costs for CO₂ offsetting of travels may be included, CO₂ offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents)).

Economy class fares will be used as the benchmark for analysing travel costs.

The supporting documents should be:

- For travel by plane: boarding pass, electronic ticket and invoice of the ticket payment
- For travel by public transport: (electronic) ticket and invoice of the ticket payment.
- For travels by car: a signed logbook according to national laws should be filled in considering the costs of fuel, destination, number of kilometres travelled, distances.
- For travel by taxi or hired car: please note that the actual cost should not be excessive compared with other means of transportation.

Note that country entry or exit visa expenses may be charged on the same travel expenses budget line. As receipt of visa payment, it can be presented as the receipt provided by the embassy or a copy of the passport page containing the visa.

Daily subsistence allowances (DSA) can be paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and the two main meals, local transport, the cost of telecommunications and all other sundries. Daily subsistence allowances are to be calculated according to the length of the mission and according to the partner's usual policy on remuneration.

The maximum amounts (in EUR per calendar day) of Daily allowance rates including accommodation (Per diem) for each country are set out at the following address: [Per diem rates](#)

If catering services are provided by the organisers, the DSAs directly paid to participants must be reduced accordingly. In such cases, the daily allowance would be reduced by 30% for each meal provided, and by 15% for breakfast.

NB.: Where applicable, catering costs should be mentioned under Heading 5. Other

10.3 Equipment (Heading 3. Equipment)

Equipment essential for the realisation of the Action (including renting of equipment and insurance). Equipment refers to durable items that can be used multiple times over their estimated economically useful lifespan.

If equipment is part of the budget for the Action (budget heading '3. Equipment' in the Budget Form), the grantee must specify its use and who will retain the ownership of it after the Action (i.e. the lead-coordinator, the co-grantee, associate, members of the target group, local authorities, or another action funded by the European Union). in sheet '4. Ownership' of the Budget Form.

This list must be provided at the end of the implementation period as part of the financial report.

Concerning equipment and goods, it would be preferable to collect at least three quotations from different suppliers whenever it is economically reasonable.

10.4 Costs of services (Heading 4. Services)

The implementation of an Action may require the buying of goods or services in order to carry out specialised tasks that target groups cannot do themselves (i.e. translations, production of documents, website creation, informatics support, accountancy, catering, etc.). This does not involve externalisation of parts of the Action directly related to the main objectives of the Action.

The related contracts are known as "Implementation contracts".

The grantee(s) should have the operational capacity to carry out the activities related to the main objectives of the proposed Action. Nevertheless, if the staff do not have all the skills required, where justified and necessary, specific tasks that are part of the Action (except the core tasks defined in the Grant contract) may be executed by another person or organisation by means of a contract between one or more of the grantee(s) and a subcontractor. This is known as "subcontracting of tasks forming part of the Action".

Implementing contracts and subcontracting between grantee(s) is not allowed, nor between lead-organisations, co-grantees and Associates.

The estimated costs relating to any implementing contracts and any subcontracting are indicated in the appropriate budget heading in the approved budget and the award of such contracts will be subject to the procedures indicated at paragraph 5. Procurement. They could concern:

- Information, dissemination, reproduction and publications costs can be taken into account provided that they are directly related to the Action. Please give, for each publication and/or other materials, a description of the number of pages and copies planned, the frequency and language of publication, an indication of the production costs per copy, as well as an estimate of the distribution costs where appropriate.
- Translation costs must include the following details: the number of languages, the number of pages to be translated and the rate applied per page.

- Interpretation: the different components must be specified. In particular, the number of languages, the number of interpreters, the number of days and the daily rates must be specified. Interpreters should be hired locally. For their travel and subsistence expenses to be covered by the grant, it must be impossible to hire them locally and it must be explained why this is so.
- External Expertise: this heading should include costs relating to: i) implementing service contracts not covered under the previous sub-headings; ii) costs relating to the subcontracting of tasks forming part of the Action.

These 'Administrative and Financial Requirements' lay down the principles that should govern the conclusion of external contracts necessary to implement the Action: the grantee must award the contract to the tender offering the best value for money, i.e. the best price-quality ratio, or, as appropriate, to the tender offering the lowest price.

In doing so, the grantee shall take care to avoid any conflict of interests.

10.5 Administration costs (Heading 7. Indirect costs)

Indirect costs are general administrative costs – overhead costs incurred in connection with the eligible direct costs of the Action. Such costs do not need to be supported by accounting documents. They are limited to a flat-rate of 7% of the total eligible direct costs for the Action. In other words, indirect costs are a maximum of 7% of heading 7. Subtotal direct costs in the budget form.

Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract.

These can include maintenance, stationery, photocopying, mailing postage, telephone, internet and fax costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the Action.

Indirect costs are not eligible for an Action where the grantee already receives an operating grant from the EU budget during the period in question.

10.6 Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the grantee(s) and financed by another Action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the Action, in which case ownership must be transferred, in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the Action;
- purchases of vehicles, unless the grantee(s) can demonstrate that the purchase is necessary for the purpose of the Action implementation;
- currency exchange losses;
- office rent, unless the grantee(s) can demonstrate that additional and specific office rental is necessary for the purpose of the Action implementation;

- taxes, including VAT, unless the lead-coordinator or co-grantee(s) can demonstrate they cannot reclaim them;
- credit to third parties;
- in kind contributions;
- salary costs of the personnel of national administrations, unless otherwise specified in the Special Conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken.

11. Revisions

11.1 Changing the Action

A Grant received from Connect for Global Change must be spent in accordance with the “basic purpose” of the proposed Action as stated in the Grant Contract.

The following types of deviations from plan require prior approval by the Connect for Global Change team of Wilde Ganzen:

- Changes in the approved Action period, e.g. an extension (the total extension may not be more than 2 months);
- Changes in the objectives or target groups of the Action;
- If there is a need to cancel or add activities that will affect the realisation of the objectives defined for the Action;
- Specific changes regarding the approved budget (See section 11.2 on budget revisions).

In case of doubt, it is strongly recommended to check beforehand with the Connect for Global Change team of Wilde Ganzen that the proposed modifications do not impact the basic purpose of the Action.

Changes that did not require prior-approval of the Connect for Global Change team of Wilde Ganzen shall be defined and justified in the final report.

11.2 Budget revision

The budget of the grant contract shall be respected. However, as long as the basic purpose of the Action is not affected and a change in budget does not call into question the initial award of the grant, the Grantee can:

- Make transfers between items or introduce new items within the same main budget line (predefined lines in the budget).
- Transfer part of the budget from one line to another, as long as this transfer does not imply a variation (either increase or decrease) of more than 25% of the original amount covered by the budget line.

Note that if the change includes that the cumulative variations of a given budget heading exceed 25% of the budget line’s value or if the change concerns salary (HR) it always requires to be approved beforehand by the Connect for Global Change team of Wilde Ganzen.

Changes that do not need the approval of the Connect for Global Change team in advance shall be defined and justified in the final report.

11.3 Request format to be used to get revisions approved.

Requests regarding changing in the Action, the Action period, budget revision or spending of the contingency are submitted using this [form](#), also found at the [documents page of the Connect for Global Change website](#). The Connect for Global Change team of Wilde Ganzen needs to receive the request well in advance and not after the activities have been completed.

12. Reporting

After the intervention has ended; a final narrative and financial report) on the grant must be submitted.

For Grants applied for in December 2024 the final reporting must be finished and submitted before:

- 31th of May 2026

Formats for reporting (narrative and financial) will be timely available at the [documents page of the Connect for Global Change website](#).

12.1 Final report

The grantee shall provide a final narrative and financial report to the Connect for Global Change team of Wilde Ganzen. This report should provide, amongst other, information on the results achieved, the problems encountered and solutions found.

When reporting grantee(s) must present concrete information products by uploading images, videos, screen dumps or similar. In case natural, recognizable persons are depicted in a photograph or film, the grantee(s) Grantee shall, in the final report to the Connect for Global Change team of Wilde Ganzen, submit a statement of these persons giving their permissions for the described use of their images.

The report shall be laid out in such a way as to allow monitoring of the objective(s), the means envisaged or employed and the budget details for the action. The level of detail in any report should match that of the description of the action and of the budget for the action.

13. Suspicion of fraud and/or misuse of the grant

As recipients of the Connect for Global Change grant, you are responsible for informing the Connect for Global Change team of Wilde Ganzen without delay of any event – including suspicion of fraud or other irregularities – likely to affect or delay the implementation of the Action.

The governing body of a grantee is duty-bound to immediately notify the Connect for Global Change team of Wilde Ganzen:

- If significant difficulties arise in the implementation of the Action, including problems regarding compliance with the budget approved.
- If there is well-founded suspicion or detection of theft, fraud, corruption, misuse or similar irregularities.

The report must be submitted in writing using this [form](#), also found at the [documents page of the Connect for Global Change website](#), stating how you plan to solve and follow up the difficulties and/or irregularities observed. You are very welcome to contact the Connect for Global Change team of Wilde Ganzen if an Action runs into problems, enabling them to guide you in how to report the problems and how to pursue a solution.

Confirmed cases of irregularities will be reported to the EU Commission.

Note that concealing information or withholding knowledge of irregularities or fraud is a serious breach of the contractual obligations, and can lead to termination of the contract and/or administrative or financial penalties and involve reputational risks with consequences to your organisation as a whole.

14. Contact and more information

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