**Note that text input areas automatically expand with the amount of input text, and lines can be added to tables by placing cursor between lines on the left edge of the table and clicking on the** ⊕ **symbol which then appears. Lines can also be added to tables by placing cursor in the bottom right cell of the table and pressing the TAB** [↹] **key.**

**Check the appropriate box.**

|  |  |
| --- | --- |
|  | **Progress report** *(only for grants in the amount of kr. 1,000,000 or more)* |
|  | **Final report** (*should also contain information from previous progress report if applicable)* |

*Project reports should be submitted on the basis of defined project tasks in consultation with the SSNE consultant.*

*Final report should be submitted in consultation with the SSNE consultant no later than two monts after project end or completion. If a grant recipient in 2023 intends to apply again for 2024, the final report needs to have been submitted and accepted by January 5th 2024, unless otherwise agreed upon.*

*Recipients of start-up and operating grants are required to submit annual reports for the funded year before end of May of the following year.*

**Basic information**

|  |  |  |
| --- | --- | --- |
| Project name | Project number | Report date |
|  |  |  |
| Applicant | Project manager | |
|  |  | |
| Address | Phone | Email |
|  |  |  |
| Bank -branch (höfðubók)-account no. | ID (Kennitala) | Current payment request |
|  |  |  |

*How was the project publicized and how was the support of Uppbyggingarsjóður presented (if applicable)?*

|  |
| --- |
|  |

**1. Progress description of project**

*Briefly describe the main project tasks performed. If an earlier progress report has been made, its text can be used and supplemented with additional progress. The description should be congruent to Project description in the contract.*

|  |
| --- |
|  |

*Describe the results of the project. Did the results meet expectations? If not, why?*

|  |
| --- |
|  |

*What are the next steps and prospects for the project?*

|  |
| --- |
|  |

*Please write a short news brief about the project which may be used on the websites of SSNE and possibly shared with other media.*

|  |
| --- |
|  |

**2. Project costs**

***Keep congruent with cost estimate in contract*** *(and previously submitted progress reports, if applicable)****.***

*List here a summary of all project costs, both paid expenses as invoiced and work contribution of project partners. Maximum hourly rate valued for own work contribution is 4.700 ISK. Here it is sufficient to list a summary of total hours contribution of each person, per task, but a work log should also the accompany the report.*

*You can use the form found in section 6 at the bottom of this form or your own work log with the same information. On the funds website you will also find the* [*SSNEXEL tool*](https://www.ssne.is/static/files/Soknaraaetlun/Uppbyggingarsjodur/ssnexcel_english-24-0.xlsx)*, a handy aid for applications and reports.*

*If the project partner paying for the expense has a VSK (VAT) no., the expense should be listed without VSK.*

***Copies of expense receipts should be and provided or proven by other valid means in consultation with your SSNE contact.****(Applicants are also responsible for financial oversight, bookkeeping and tax reporting for the project. The fund can request relevant documents for the purpose of project review during the time of the contract).*

[*Add*](#Aukalinur) *lines as* [*needed*](#_top)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cost item | Task | Units | Unit price | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Total project cost |  |

**3. Project funding**

*List all funding. The cells below contain examples which can be overwritten.* [*Add lines as needed*](#Aukalinur)*.*

***The Development Fund generally funds no more than 50% of the eligible total cost of projects.***

|  |  |
| --- | --- |
| List this grant, other grants, and own contribution | Amount |
| Grant from Uppbyggingarsjóður for this project (this grant) |  |
| Other grants |  |
| Other grants |  |
| Revenue (e.g., admission fees) |  |
| Own financial contribution |  |
| Own work contribution |  |

|  |  |
| --- | --- |
| Total funding |  |

*The financing total should be the same amount as the total cost of the project. A discrepancy thereof suggests something needs to be adjusted. Consulting the project contract is helpful.*

**4. Other information you deem relevant to the project**

|  |
| --- |
|  |

**5. Accompanying documents (if applicable)**

*List supporting documents, as appropriate (e.g. photos, copies of invoices or anything else that the beneficiary considers important in evaluating the project). Please use a descriptive name. If the number/size of attachments is large, we recommend using Wetransfer, Dropbox or similar sharing tools.*

[*Add lines as needed*](#Aukalinur)*.*

|  |
| --- |
| Document title |
|  |
|  |
|  |
|  |

**6. Work log**

*If needed, you can use the form below for a worklog, or your own form if it provides the same information (see part 2).*

[*Bætið við línum eftir þörfum*](#Aukalinur)*.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Worker’s name | Project part | Hours |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |