**ANNEX 20 –PROJECT DOSSIER XX\_CALL#X |XX SGS#X**

The Project dossier complies with Articles 29, 30, 31, 32, 33 and 34 of the 'Guide for Candidates for Financing Environmental Projects, Climate Change and Low Carbon Economy'.

This Dossier shall be organised, wherever possible, on digital media and shall be constituted in accordance with the following structure:

**Application**

* Application form and its annexes;
* Descriptive memory of the Project;
* Communication of the approval decision;

**Decision**

* Notification of Project eligibility;
* Notification of the proposal for an approval decision;
* Notification of the final approval decision;
* Reformulation of application data to meet the recommendations of the scoreboard, where applicable;
* Acceptance term and its annexes;
* Partnership Agreement and Agreement(s) with the Partners involved, where applicable;
* Request(s) amendment to the Agreement, where applicable;
* Other relevant documents, including exchange of information with the Environment Programme Operator.

**Payment requests**

* Copy of the discriminating listings of expenditure submitted in payment applications and their analysis reports issued by the Environment Programme Operator which shall contain the following elements:

a) Project identification;

b) Identification of the procurement procedure (number and date of the Contract, in the case of expenditure in the context of a public procurement procedure);

c) Identification of eligible expenditure (isolating the value of VAT);

d) Identification of the expense document (invoice and receipt with the respective number/ref., date) and identification of the means of payment/financial flow;

e) Identification of the accounting register;

f) In the case of partial imputation of the expenditure contained in a document, identification of the imputation criterion;

g) Declaration of conformity of the list submitted and the absence of allocation of expenditure to other financing mechanisms signed by the Project Promoter.

* documents relating to procurement procedures, including check-list and evidence of compliance with the applicable legal regime;
* Project-specific bank account opening process;
* Duly updated statements proving that both the Project Promoter and its Partners are not debtors to the Tax Administration and Social Security;
* Other relevant documents, including exchange of information with the Environment Programme Operator.

**Payments**

* Bank statements from the deposit of transfers of funds received from the Environment Programme Operator
* Other relevant documents, including exchange of information with the Environment Programme Operator

**Implementation reports**

* Copy of the implementation progress reports and their attachments, if applicable;
* Copy of the final implementation report and its annexes, if applicable;
* Proof of communication of the outcome of the evaluation of the final implementation report;
* Notifications concerning the issuance of the terms of closure of the Project by the Environment Programme Operator.;
* Other relevant documents, including exchange of information with the Environment Programme Operator.

**Dissemination and publicity of the support of the Environment Program | EEA Grants**

* Evidence of disclosure and publicity of the support received, according to applicable advertising requirements.

**Monitoring and control**

* Documentation on audits and on-the-spot checks carried out on the Project, their reports, contradictory and elements that evidence compliance with any recommendations / corrections;
* Schedule of physical and financial achievement;
* Document proving the VAT situation;
* Tender processes carried out for the execution of the Project;
* Documentation on the publicity of the support received.
* Other relevant documents, including exchange of information with the Environment Programme Operator and other EEA Grants authorities such as attendance lists in workshops, meetings, minutes, materials produced for training or support or equipment as well as verification of the physical presence of human resources related to certain Project activities.

**Other elements**

* All elements that do not have framing in the above-mentioned items, but essential to the understanding and preservation of the history of the financing of the operation.