

## Checklist Final Report – Innovation Grant



Provincie Noord-Brabant

Dear student team,

You should be reading this document at the end of your Innovation Grant project. To finalise your project, you must submit a finalisation request. This includes a finalisation report. This applies only to grant projects that have received more than €25,000 from the province.

This document explains what should be included in your final report. We always recommend contacting us at [subsidy@boosttalent.nl](mailto:subsidy@boosttalent.nl) if you have any questions about this. We're happy to help

Good luck with completing your project!

Kind regards,

Team BOOST

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### Legal basis (as stated in the grant decision )

The original grant approval letter will contain something along the lines of:

“The grant is awarded on the basis of your application for approval. This must demonstrate that the activities for which the grant was awarded have been carried out and that the obligations attached to the grant have been fulfilled. As supporting documents, you must include at least:

An activity report as referred to in Section 4:80 of the General Administrative Law Act, demonstrating that:

- the activities for which the grant was awarded have been carried out;
- the obligations attached to the grant have been fulfilled.”

The activity report referred to in Section 4:80 of the General Administrative Law Act entails:

“The activity report describes the nature and scope of the activities for which the grant was awarded and includes a comparison between the targets set and those achieved, along with an explanation of any discrepancies.”

### What is the best way to approach this for a BOOST Innovation Grant?

Firstly, like the original Innovation Grant application, the final report should be written in Dutch. If the province needs to translate it, translation costs might be forwarded to the team.

You are free to choose your own format, but the structure below is strongly recommended:

1. Provide a summary of the content of your application, the key (intended) results, and whether you have broadly achieved these objectives.
2. Provide an overview of your budgeted work packages

Example:

Work Package	Goal	Innovation Grant (€)	Own contribution (€)	External contribution (€)	Total (€)
WP1					
WP2					

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WP3					
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3. Describe what you have achieved for each work package
  - a. Objective (original)
  - b. Result (achieved)
  - c. Achieved (Yes/Partially/No)
  - d. Explanation:
  - e. Financial realisation of WP

Work Package	Innovation Grant (€)	Own contribution (€)	External contribution (€)	Total (€)
WP1				

- f. If there are significant differences between budgeted and actual costs, you may wish to consider providing a breakdown by cost item. This can help to explain any changes.
4. Als het nodig is kan je nog een extra paragraaf gebruiken voor extra toelichting over afwijkingen. Hierin kan je ook redenen voor over-/onderbesteding toelichten.
5. If necessary, you may include an additional paragraph to provide further explanation regarding deviations. Here, you can also explain the reasons for over- or under-spending.
6. Finally, you must provide a final summary stating the total budget requested (for the Innovation Grant), the total Innovation Grant budget spent, and the overall outcome of your project
7. You may also attach a few photos of the results.

### Checklist:

- All work packages from the original application included
- For each work package: objective + result + “achieved?” completed
- Costs broken down into:
  - o Innovation Grant
  - o Own contribution
  - o External contribution
- Total financial figures are correct and correspond to the work packages
- Any discrepancies clearly explained
- Clear final conclusion with total budget spent
- Any attachments included