

ANNEX V Request for payment for grant contract (model)

**Request for payment for grant contract
RESEMBID Call for submission of proposals, RES-01**

<Date of the payment request >

<Letterhead of the beneficiary>

For the attention of

<address of the Contracting Authority>

<Financial unit/section indicated in the contract >¹

Reference number of the grant contract:

Title of the Project (as in the grant contract):

Name and address of the beneficiary:

Payment request number:

Period covered by the payment request: <dd/mm/yyyy – dd/mm/yyyy>

Dear Managing Director,

I hereby request [a further pre-financing payment] [payment of the balance] under the contract mentioned above.

The amount requested is <according to the option indicated in Article 4(1) of the special conditions of the contract/the following: ...>.

The amount requested is of <XXX> EUR, based on the below calculations:

Total budget of the Project	XXX EUR
Total amount of the contribution from Expertise France	XXX EUR
Prefinancing received on the previous period covered	XXX EUR
Total amount of received prefinancing payments	XXX EUR
Total of expenditures realized since the beginning of the Project (and described in the report)	XXX EUR
Amount of expense forecast for the following period	XXX EUR
Amount to be paid or XX % of the forecast year XXX 1 XXX	XXX EUR

Please find attached the following supporting documents:

To submit intermediary reports, as well as disbursement of a further prefinancing tranche:

- narrative interim report and respective annexes if applicable
- financial interim report and respective annexes including detailed breakdown of expenditure
- a forecast budget for the subsequent reporting period

¹ Please do not forget to send a copy of this letter to the entities mentioned in Article 5(1) of the special conditions of the contract, if any.

Letterhead of the beneficiary

To submit final reports and the request of disbursement of the remaining balance:

- narrative final report and respective annexes if applicable,
- financial final report and annexes including the detailed expenditure verification report.

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the contract²>

Declaration on honour

I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.

I hereby certify that the costs declared have been incurred in accordance with this contract and that they can be considered as eligible in accordance with the contract.

Yours faithfully,

< Signature >

² In case a different bank account has to be used a new financial identification form has to be timely submitted.