

PAYMENT AND REPORTING PROCEDURES

Rules on payment and reporting procedures applicable to projects funded by the Association

1. Payment procedure is set out in Clause 2.5 of the Agreement.
2. One of the options set out below shall be applied to the Beneficiary for the purposes of conduct of payments and submission of reports.
 - 2.1. Option 1
 - 2.1.1. The beneficiary shall bear the costs.
 - 2.1.2. The Beneficiary shall submit final payment request drawn up on the basis of model set out in Annex 3, accompanied by final report, including the compulsory number of copies envisaged in the Agreement for submission to the Association.
 - 2.1.3. The Association shall examine the final report and determine the amount of eligible expenditure.
 - 2.1.4. Within 20 business days after approval of the final report, the Association shall conduct final payment to the bank account indicated in the payment request by transferring amount which does not exceed the maximum eligible Association's grant amount for implementation of the Project set out in Clause 2.5 of the Agreement.
 - 2.2. Option 2
 - 2.2.1. The Beneficiary shall submit payment request pertaining to 1st payment equal to 50 % of the amount set out in Clause 2.5 of the Agreement, drawn up on the basis of model set out in Annex 5. Within 20 days, the Association shall conduct payment to the bank account indicated in the payment request.
 - 2.2.2. The Beneficiary complete implementation of the Project and submit final payment request pertaining to the residual 50 %, drawn up on the basis of model set out in Annex 3, accompanied by final report, and including the compulsory number of copies envisaged in the Agreement. In case of disapproving assessment, the Beneficiary shall rectify errors and deficiencies in the report and repeatedly submit the report.
 - 2.2.4. The Association shall examine the final report and determine the amount of eligible expenditure.
 - 2.2.5. Within 20 business days after approval of the report, the Association shall conduct final payment to the bank account indicated in the payment request by transferring amount which does not exceed the maximum eligible Association's grant amount for implementation of the Project set out in Clause 2.5 of the Agreement.
- 2.4. The Association may temporarily postpone approval of report and inform the Beneficiary that it is not possible to approve the report and that it is necessary to conduct additional verification or adjustments. In such cases the Association may request to submit clarifications, corrections or additions. The Beneficiary must submit them within 10 business days. The Association and the Beneficiary may agree on submission of the information within shorter period. The approval period shall start afresh as from the date of receipt of the requested information.

Reports must be submitted in accordance with Paragraph 2 of these rules.
- 2.5. Payment shall be considered conducted on date on which transfer from the bank account of the Association is executed.
- 2.6. Changes in the payment model are suitable only with permission of the LWU chairman.
- 2.7. For reports, only forms placed on the LWU website can be used. In addition to completed forms, publishers are required to provide copies of payment orders for expenses supported by LWU (in according to the Annex 2).
- 2.8. Address for postal sending of Reports and 10 (ten) compulsory number of copies is: Latvijas Rakstnieku Savienība/Latvian Writers' s Union, Čaka iela 37-1; LV – 1011, Rīga, Latvija