



Programme Control:
Climate and Energy Fund

Programme Management:
Kommunalkredit Public Consulting GmbH (KPC)



ACRP - Austrian Climate Research Programme

Guideline for Reporting and for Project-Related Public Relations Activities

**For projects within the framework of the Austrian Climate Research Programme
With financial support from the Climate and Energy Fund**

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Drafted by: ACRP Programme Management Team of KPC

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Dear Beneficiary,

Your project receives financial support from the Climate and Energy Fund. One of the essential objectives of the ACRP Programme is to promote visible measures of climate impact research in Austria and to bring them to the attention of a broader public. Therefore, it is important not only to present the programme and its underlying strategy in a convincing manner, but also to thoroughly explain and illustrate the results of the projects implemented.

The following guidelines, explanations and indications as well as the templates for reporting are intended to simplify project administration and project-related public relations activities.

Our guidelines and the templates provided for your interim and final activity reports and/or your statements of expenses as well as the logos to be used and any other templates you may require are available for downloading on the homepage of the Programme Manager KPC at the download center under <http://www.publicconsulting.at/acrp>.

We thank you for your support and look forward to our cooperation!

1 General Remarks

The programme management unit of Kommunalkredit Public Consulting GmbH (KPC), the ACRP Programme Manager, is your primary point of contact for the purposes of project implementation. Please indicate your project number (Bxxxxxx) in all your correspondence.

1.1 Your contacts at the Programme Manager

ACRP Programme Management Unit

Kommunalkredit Public Consulting GmbH
Türkenstrasse 9, 1092 Vienna, Austria



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1.2 Public Relations Activities

The Climate and Energy Fund is your direct point of contact for all your project-related public relations activities.

Please contact:

Öffentlichkeits- und Medienarbeit
Klima- und Energiefonds
Gumpendorfer Straße 5/22
1060 Vienna, Austria
Tel.: +43/1/585 03 90 ext. 23
Mobil: +43/676/400 8 123
kommunikation@klimafonds.gv.at
www.klimafonds.gv.at

2 Reporting: Interim and Final Reports

Interim activity reports contain a clear description of the preliminary results (activity report) and a preview of further project steps as well as a statement of costs incurred during the period under review. The **final activity report** comprises an activity report and a detailed documentation of the projects results, as well as a final statement of costs. The reports have to be drafted exclusively in English and based on the reporting template available for downloading on the homepage of the Programme Manager KPC at the download center under: www.publicconsulting.at/acrp.

All chapters have to be completed in full.

The contents of the activity reports are treated **confidentially**.

In addition, **an interim and a final report for publication**, completed with informative photographs and/or diagrams, has to be produced.

The reports for publication have to be drafted partly in English and partly in German according to the Form description (for details see www.klimafonds.gv.at/foerderungen/richtlinien-fuer-foerderwerbende/berichtswesen-oeffentlichkeitsarbeit/).

→ Requirements for submission of a valid interim/final report:

- An electronic version of all documents in Word or Excel and .pdf format (to be sent via online platform for the concerned project or by e-mail to the Programme Manager KPC under acrp@kommunalkredit.at; please indicate the project number (Bxxxxxx) and the acronym in the reference line).

Notes:

- A legally valid (scanned) signature of the applicant is required.

For the complete final report only, the itemized costs of the project have to be entered in the **cost accounting form** (to be found at the download center under www.publicconsulting.at/acrp), which provides an overview of the total costs of the project.

→ Reclassifications between the cost categories of a project partner and between project partners or an extension of the project duration must be explicitly applied for and approved by KPC.

→ Submission of reports in electronic form via the online platform for your project or by e-mail to

acrp@kommunalkredit.at

Ref.: ACRP project number Bxxxxxx, project acronym

If you have any questions, please send an e-mail to acrp@kommunalkredit.at or contact your project supervisor at KPC (Tel.: 01 31 6 31 717).

2.1 Reporting Deadlines

The first reporting period starts with the initiation of the project. A reporting period **can comprise a maximum project stage of one year**.

Submission of reports to KPC is required, at the latest, as follows:

- Interim reports: one month after the end of the reporting period

- Final reports: three months after the end of the reporting period.

Project-related delays in the submission of interim and/or final reports have to be notified to KPC **one month prior to the reporting deadline** (interim report or final report), at the latest, by e-mail (acrp@kommunalkredit.at), indicating the project number assigned by the Programme Manager (e.g. Bxxxxxx); an **extension of the deadline, without extra costs**, is to be applied for by e-mail. The request has to be duly motivated.

2.2 Changes in the course of project execution

Any **request for cost reclassification** (between partners and/or cost categories) – as well as changes in the course of project execution – have to be notified immediately to KPC as the Programme Manager by means of an e-mail message (acrp@kommunalkredit.at), indicating the project reference number (e.g. Bxxxxxx).

If a **change of project partners** is requested after conclusion of the contract, we require the following documents (to be scanned and transmitted by e-mail to acrp@kommunalkredit.at), indicating the project reference number (e.g. Bxxxxxx)):

- official letter by the applicant, signed and stamped
- revised form B
- statement of expenses of the resigning project partner
- CVs of the staff members of the new project partner
- amended consortium agreement.

2.3 Check List for Interim Reports and Cost Statements

→ **The complete interim report consists of 2 parts:**

1. an **interim activity report** based on the interim activity reporting template (see Chapter 4 of this document) (no copies of invoices are needed at this stage) including relevant publications resulting out of the ACRP project
2. an **interim report for publication** based on the interim reporting requirements available on the website of the Climate and Energy Fund (for details see www.klimafonds.gv.at/foerderungen/richtlinien-fuer-foerderungsbende/berichtswesen-oeffentlichkeitsarbeit/).

Both reports have to be **updated every year**.

2.4 Check List for Final Reports and Cost Statements

→ The complete final report consists of 3 parts:

1. a **final activity report** based on the final activity reporting template (see Chapter 4 of this document) including relevant publications resulting out of the ACRP project
2. a **statement of costs** (cost accounting form)

3. **a final report for publication** based on the final reporting requirements available on the website of the Climate and Energy Fund (for details see www.klimafonds.gv.at/foerderungen/richtlinien-fuer-foerderwerbende/berichtswesen-oeffentlichkeitsarbeit/).

2.5 Drafting of interim activity report and final activity report - General formatting requirements

- **Text format** (activity reports: interim and final report)
 - Paper format: A4 vertical format
 - Left and right margin: 2.5 cm
 - Font style: Arial, 11-point, line spacing 1.3
 - Font style for tables: Arial, 10-point
 - Footer: centered page numbering, bottom
 - Definition of headings to third level
 - Heading 1:
Font style: Arial, 16-point and bold
Paragraph style: spacing before: 24-point, spacing after: 12-point
 - Heading 2:
Font style: Arial, 14-point and bold
Paragraph style: spacing before: 24-point, spacing after: 12-point
 - Heading 3:
Font style: Arial, 11-point and bold
Paragraph style: spacing before: 12-point, spacing after: 6-point

→ **Quotations, Internet sources**

Please observe generally accepted quoting rules.

For Internet sources: Please indicate the exact URL and the date of download. For example:

<http://www.energiederzukunft.at/ziele/index.html> (e.g. downloaded: 30 January 2008)

3 Indications for Publications and Project Presentations

See the latest version of “Vorgaben Berichtslegung und Projektbezogene Öffentlichkeitsarbeit“ (www.klimafonds.gv.at/foerderungen/richtlinien-fuer-foerderwerbende/berichtswesen-oeffentlichkeitsarbeit/).

Internal project meetings

The programme managers of the Climate and Energy Fund and the Programme Management Unit of KPC welcome the timely receipt of information on internal project team meetings (e.g. kick-off events, retreats, smaller workshops, etc.) and will participate in your meetings, if need arises, in order to learn more about your methods and your interim results.

4 Activity Reporting Templates

See the reporting templates available for downloading on the homepage of the Programme Manager KPC at the download center under:

www.publicconsulting.at/acrp

(then follow “Wie verläuft der Förderungs-Prozess?” and [Auszahlung].