



Frequently Asked Questions

Contracting, Implementation, & Reporting



This project has received funding from the European Union's Single Market Programme (SMP) under grant agreement No. 101143477, and is being executed in direct cooperation with the Enterprise Europe Network

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1 Contracting

Q: I want to update the information in my action plan before starting the project, is this possible?

Your EENergy application has been evaluated based on the submitted application and action plan provided. Therefore, an update of the action plan is not possible.

Q: I have already signed the grant agreement but not yet uploaded the annexes, is this an issue?

No, you can upload the annexes after signing the grant agreement, the order does not matter. However, the sub-agreement must be signed, and all annexes must be uploaded, prior to the final countersignature from the EENergy consortium.

Q: Does it matter, which of my bank accounts I provide in Annex D?

Yes, the bank account details in Annex D must match those submitted as part of the payment transaction reference during the reporting phase. Please ensure all EENergy costs are paid from the same bank account as the one provided in Annex D. In case you need to make an update to Annex D, please contact the helpdesk.

Q: Who should sign the contract in the portal? Does it have to be the legal representative of the company, or can it be the person who submitted the application?

As the contract process is automatically run through the grant platform, it is not possible to change the name of the signatory of the grant agreement. For this reason, we require beneficiaries to provide the completed Annex C indicating the legal representative of the beneficiary.

2 Implementation

Q: I would like to make some minor changes in how the action plan is implemented due to a change in circumstances, is this possible?

Minor changes to the implementation of the action plan are permissible so long as the overall goal of the action plan is not substantially altered, the reasons for the changes are justifiable, and the 5% reduction is still achieved. For example, a company planning to install solar panels can install a greater capacity than planned. Any deviations from the action plan must be explained in the final reporting phase. Even if further activities are implemented than originally planned, the awarded grant funding shall not exceed the value stated in the application form. In cases of doubt, please contact the helpdesk to discuss your specific case.

Q: Do we need to keep separate accounting records for the use of EENergy funds?

There is no need to have a separate bank account relating to the use of EENergy funds. However, it is important to ensure that all relevant accounting records associated with EENergy are kept properly and securely for at least 5 years beyond the end of the project, as per the grant agreement.

Q: Can we change the parameters of the equipment we buy?

Minor deviations from the submitted action plan are permitted as long as they are properly justified at the reporting stage. For example, investing in equipment with different parameters to that originally presented can be allowed, as long as the type and purpose of the equipment is not substantially different to the original plan, and as long as the 5% reduction is still achieved. In cases of doubt, please contact the helpdesk to discuss your specific case.

Q: Can we implement only some of our actions?

The content of your action plan forms a binding commitment as part of your contract with EENergy, therefore all steps included in the action plan should be implemented. Action plans which were considered overambitious were previously contacted with the suggestion to reduce the extent of activities proposed. In case not all activities can be implemented as planned due to a change in circumstances, the EENergy consortium will assess these on a case-by-case basis with the minimum prerequisite that the 5% energy reduction is achieved. If steps are not implemented, the associated expenditures will not be reimbursed. In cases of doubt, please contact the helpdesk to discuss your specific case.

Q: We will install solar panels and have some costs related to the conclusion of contracts with representatives of the electricity grid. Are these eligible?

External costs which are a prerequisite to the completion of your action plan are in the majority of cases eligible. For example, if there are costs associated with applications or licensing for the connection of solar panels to the national electricity grid, these can be covered by the grant. Any “associated” costs, such as personnel costs linked to the preparation and submission of these applications, are not eligible. In cases of doubt, please contact the helpdesk to discuss your specific case.

Q: Is it possible to extend the period of implementation beyond the 31st July 2025 in case there are delays beyond our control?

No, all activities and expenditures must be implemented by the 31st July 2025 in order to be eligible for reporting. The beneficiary is expected to take appropriate steps to ensure that potential delays are identified ahead of time and mitigated appropriately. The 5% reduction may be achieved beyond the 31st July 2025, but must be correspondingly reported by means of the declaration of honour. The EENergy consortium is willing to review and evaluate extreme, unprecedented cases which impact the ability of the beneficiary to implement the action in a timely manner. In cases of doubt, please contact the helpdesk to discuss your specific case.

3 Reporting

Q: How will I report the activities?

The requirements and expectations of the reporting phase are presented in Annex B. Reporting itself will take place through the Good Grants Platform and/or other software platforms to be provided by the EENergy consortium. The platform and templates for the reporting are currently being put together and will be published ahead of the first reporting period.

Q: Do I need to provide invoices in English?

Invoices in English are preferred, but not mandatory. It will be possible to submit invoices in their original language if they are in a language other than English. If this is the case, you will be requested during the reporting period to provide a short description of the contents of the invoice, in English, in order to assist with processing of the data.

Q: Can I split my reporting across the two reporting periods?

EENergy activities may only be reported once the entire action plan has been completed, i.e., all relevant action plan steps have been taken and all related expenditures have been made. Therefore, reporting is only possible within one of the two periods and cannot be split across both.

Q: Are we required to mark invoices with a specific symbol?

No, there are no requirements for invoice marking. Beneficiaries should simply submit all invoices relating to EENergy expenditures during the reporting phase.