

APPROVED BY

Order No. V-20 on 21 March 2024 by the Director
of the Lithuanian Culture Institute

**(Model Form of the Report on the Implementation and Actual Expenditure
of Stage I and Stage II of a Project Promoting Lithuanian Literature)**

Date of Receipt of Report	
Number of Report	

**REPORT ON IMPLEMENTATION AND ACTUAL EXPENDITURE OF STAGE I AND STAGE II OF A PROJECT
PROMOTING LITHUANIAN LITERATURE**

1. INFORMATION ABOUT THE PROJECT EXECUTOR

1.1.	Name	
1.2.	No. of Legal Person	
1.3.	Address	
1.4.	Telephone Number, E-mail	
1.5.	Representative Signing the Report (position, name, surname)	
1.6.	Authority of Representation (document)	

**2. DATA ABOUT THE AGREEMENT ON TWO-STAGE PARTIAL FINANCING OF A PROJECT
PROMOTING LITERARY TRANSLATION OF LITHUANIAN LITERATURE THROUGH THE STATE
BUDGET (HEREINAFTER 'THE AGREEMENT')**

2.1.	Date	
2.2.	Number	
2.3.	Amount of Financing, EUR	Out of which:
2.3.1.	Amount Allocated in Stage I, EUR	
2.3.2.	Amount Allocated in Stage II, EUR	

3. DATA ON PROJECT IMPLEMENTATION

3.1.	Publication Type (tick the appropriate)	Publication <input type="checkbox"/>	Illustrated Publication <input type="checkbox"/>
3.2.	Author of the Publication (name, surname or nickname)		
3.3.	Title of the Publication in Lithuanian or in the Language the Publication is Translated from		
3.4.	Title of the Publication in the Translated Language		
3.5.	Publication Format (tick the appropriate box)	Paper <input type="checkbox"/>	Electronic <input type="checkbox"/> Audio <input type="checkbox"/>
3.6.	Translator (name, surname)		
3.7.	Initial Print Run of the Publication, No. of Copies		
3.8.	Distribution Channels and Partners of the Publication, Involved and Prospective		
3.9.	Publication Marketing Activities, Engaged in and Prospective		

3.10.	Project Lifetime			
3.10.1.	Start of Stage I		End of Stage I	
3.10.2.	Start of Stage II		End of Stage II	

4. DATA ON ACTUAL EXPENDITURE OF STAGE II OF PROJECT IMPLEMENTATION

No.	Type of Costs	Documents Justifying Actual Expenditure (contracts, VAT invoices, etc.)					Amount indicated in the Agreement, EUR
		Date	Number	Name	Service Provider	Amount, EUR	
4.1.	Publication Translation Costs						
4.2.	Applicable only to an illustrated publication Editing, Layout, Design and (or) Printing Costs of the Publication; the Costs of Acquiring Copyright to the Publication (<i>specify below</i>):						
4.2.1.							
...							
Total:							0,00

4.3. Information on all the budget of the project (the financing administered by the Lithuanian Culture Institute and other types of financing used for the project implementation (financing of the project executor, financing received from other financial sources, etc.):

Total Budget, EUR	
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5. DATA ON CONCLUSION OF A TRIPARTITE AGREEMENT WITH THE TRANSLATOR (*if applicable*)

We would like to sign a tripartite agreement between the Lithuanian Culture Institute, the Project Executor and the translator specified in the Agreement on the direct transfer of financing to the translator (*tick the appropriate box*):

YES

NO

If you have selected "YES", it is mandatory to submit an agreement together with this Report signed by the Project Executor and the translator in the form as approved by the order of the Director of the Institute on the direct transfer of financing to the translator (*all model forms of the documents are available at www.lithuanianculture.lt*).

By signing and submitting this Report, we confirm that:

1. All the information in this Report is true and correct;
2. The project has been implemented in accordance with the provisions of the Agreement referred to in clause 2 of this Report;
3. The expenditure incurred during stage II of the project has been justified by the documents indicated in this Report;
4. Should the Lithuanian Culture Institute request, we shall submit copies, within a deadline set by the Institute, of all the documents justifying the expenditure and proving payments indicated in the present Report, which have been certified by the signature of the head of the Project Executor.

By signing and submitting this Report, we agree that the Lithuanian Culture Institute may use the information and data provided in this Report without any restrictions at its discretion for publicity purposes and for the purposes of research conducted by the Lithuanian Culture Institute or by external researchers on its behalf.

Representative of the Project Executor, indicated in clause 1.5 of this Report:

Chief accountant of the Project Executor (finance officer) or another person managing the

Representative of the Project Executor who has filled in the Report and his/her contact details:

accounting of the Project
Executor in accordance with the
legal acts:

(Signature, Name, Surname)

(Signature, Name, Surname)

(Signature, Name, Surname)

Telephone Number:

E-mail:

Employee of the Lithuanian
Culture Institute who has checked
and accepted the Report:

(Date, Signature, Name, Surname)
