

# OPERATING INSTRUCTIONS

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ON HOW TO MANAGE FUNDED PROJECTS ON JUNO PLATFORM



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		1


<b>6.1</b>	<b>PARTIAL WAIVERS</b>	<b>32</b>
<b>6.2</b>	<b>TOTAL WAIVERS</b>	<b>33</b>

# FOREWORD

## 1. Accessing the project section in "Edit" mode

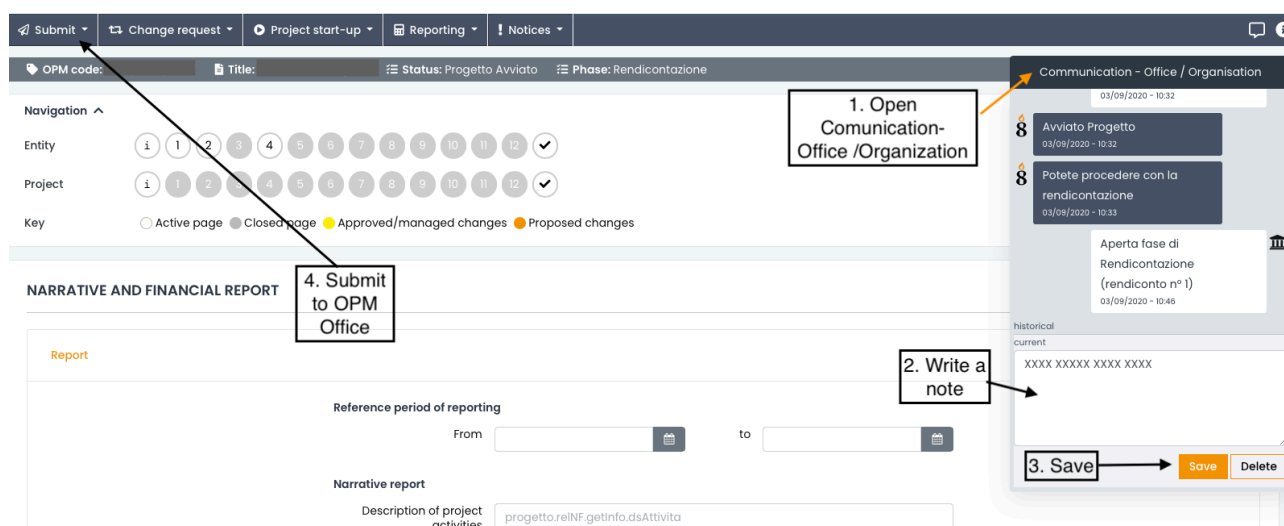
To request the project start-up, report, make changes, propose amendments, ask for an extension etc., it is necessary to access the project in **"Edit"** mode . JUNO does not allow both the organization and the Otto per Mille Office to modify the project at the same time. If the **"Edit"** mode is not active for the Organization, the latter must wait for the project to be processed by the Office and will be able only to access it in **"View"** mode .

## 2. Submitting the project to the Office

To allow the office to receive and operate on the project, it is necessary to send it. For this purpose, before clicking on the **"SEND"** button in the top left, it will be necessary to fill in the **"Communications – Office/Organization"** field  in the top right side of the screen (*par. 1.3 Use of the Office/Organization communication field*). It should be noted that:

- it will not be possible to send any request to the office without first filling in the "Communication – Office/Organization" field.
- Without clicking on the **"SEND"** button, the project will remain in charge of the organization, The office, besides not being able to operate on the project, will not be able to see the changes made.

Figure 1 - How to submit the project to the Otto per Mille Office



It should be noted that the **"Communication – Office/Organization"** field is **not an instant messaging system**. Once the **"SEND"** button is pressed, it's not possible to operate on the platform.

### 3. Project status and phases

On the JUNO platform, it will be possible to check at any time the status and the phase of the project.

In particular, the **“Status”** of the project could be:

- **“Project start-up”** → when the process of communicating the beginning of the project has not yet started or completed. (*par. 2 How to request the Project start-up*);
- **“Started project”** → The project start-up process has been finalised and therefore a reporting phase can be opened (*par. 4 Financial and narrative reporting of the project – Reporting Phase*);
- **“Closed”** → the Office decided to close the project.

Within each “Status” mentioned above, the project may be in a specific **“phase”**:

- **“Change Request”** → the organization opened a Change Request phase (*par. 3 How to request amendments – The Change Request phase*). The phase will remain unchanged until the office closes it, either after its approval or rejection;
- **“Reporting”** → the organization opened the Reporting phase. The phase will remain unchanged until the office closes it, either after its approval or rejection;
- **“Ordinary”** → all projects that are not in a “Change Request” or “Reporting” phase are at this Phase;
- **“Closed”** → the Office decided to close the project.

**NB:** It's important to note that opening the aforementioned phases at the same time is not possible: for example, a change request phase cannot be opened if it has already been opened a reporting phase.

For requests for information and/or clarification, please refer to the project managers, whose contact details are available at the bottom of the project approval notice (see par. 1.2).

The email's subject should include the name of the leading organization and the OPM Code of the project.

## 1 How to view the approved Projects

The Referent User who entered the Grant Request will be the only user authorized to operate on the Project.

After logging in to the platform, three sections in "HOME" will be available:

- Grant Request(s) in progress
- Grant Request(s) submitted
- On-going Projects.

The "Ongoing Projects" section displays the proposals that have been awarded an Otto per Mille grant. These are the requests for grant that have switched to the Project Area after approval.

Figure 2 – The ongoing projects area in the HOME section

Ongoing projects:				
OPM code	Title	Creation date	Funds	Actions

First Previous Next Last

View Edit

## 1.1 Access to the Project Area

To do:

- Select **"Projects"** from the menu on the left-hand side of the screen.
- Select the year in which the grant has been awarded using the **"Budget"** drop-down menu.

On this page, the Organization will display all the funded projects and will have the option to sort them according to multiple criteria. In order to view all funded projects, ensure that there are no active filters. To delete active filters, click "Clean Filters".

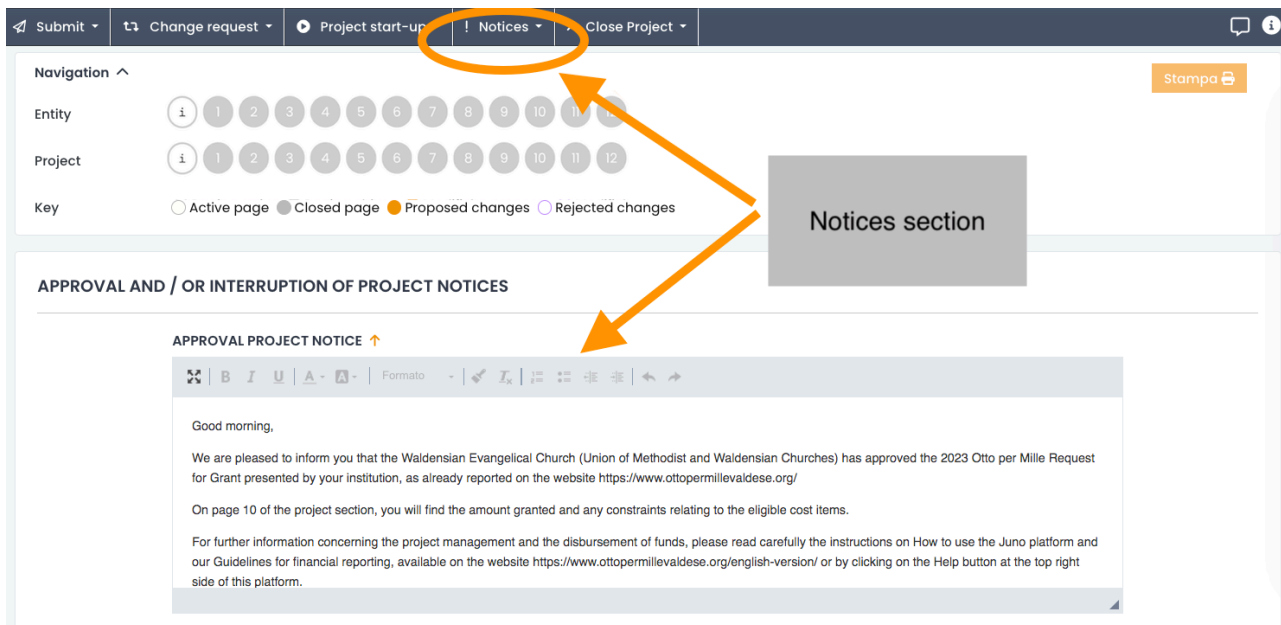
## 1.2 Notices Section

This page will display the approval notice of the project sent by the office and will provide the contact details of the contact persons of the Project management and Finance Area who will follow the project. Do not respond to this communication.

To do:

- To access the section, click on the arrow on the right-hand side of the **"Notices"** button and then on **"View"** in the drop-down menu;
- After reading the communication on the "Notices" section, you can request either to start the project or to propose amendments.

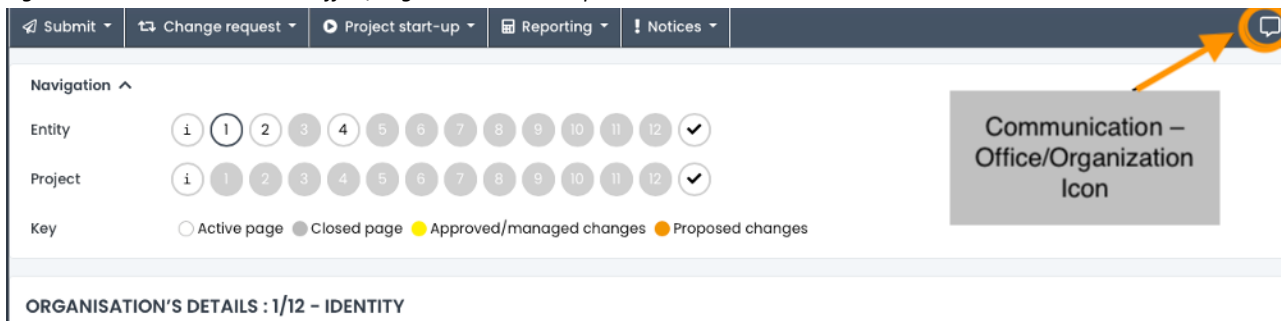
Figure 3 – Notices Section




### 1.3 Communication – Office/Organization field

The "**Communication – Office/Organization**" field is placed at the top right-hand side of the screen on the toolbar.

Figure nr. 4 - Communication – Office/Organization section position on the screen



By clicking on the  icon, a text field will open to be used to report the pages where a change has been made with adequate justification.

By scrolling the box upwards, you will be able to view previous communications between the office and the organization.

It will not be possible to send any request to the Otto per Mille office without first filling in the space in the "Communication - Office/Organization" field. After describing the proposed modifications in the relevant field, it is necessary to click the "**Save**" button and then send the project to the office by using the "**SEND**" button at the top left of the tool bar.

Figure 5- Communication – Office/Organization section

**Navigation**

Entity: 1 2 3 4 5 6 7 8 9 10 11 12

Project: 1 2 3 4 5 6 7 8 9 10 11 12

Key: ☐ Active page ☐ Closed page ☐ Proposed changes ☐ Rejected changes

**ORGANISATION'S DETAILS: 1/12 - IDENTITY**

**General data**

Organisation's name \*

Acronym (optional)

Tax code \*

**Communication - Office / Organisation**

8 13/09/2023 - 09:38

Aperta fase di Rimodulazione / Change Request phase opened

13/09/2023 - 09:38

We've edited pp. 1, 7, 10 e and 12 of the Project Sections.

17/09/2023 - 15:26

8 17/09/2023 - 15:32

Please clarify.

historical

current

We're requesting a time extension of the project till the 20th of May 2023, due to the deteriorating of the security background in the village where we're working. Further details provided below.

Save Delete

1. Click on the icon to open the textbox

2. Describe your requests and changes in the box and save


3. After saving a text in the Communication box, click on the "Submit" label to send your requests to the Office



## 2 How to request the Project start-up

For guidance on when and how to communicate project start-up, refer to the ***Annex A Guidelines on financial reporting***, paragraph 2.

### 2.1 Project Start-up section.

From the "Projects" section, access the Project you intend to start up by clicking on Edit , located in the "Actions" column at the right side of each line.

**ATTENTION:** it is always necessary to open the “Change Request” phase if the grant assigned is lower than the contribution requested or when grants are constrained to specific items of expenditure.

#### 2.1.1 Starting up without opening the Change Request Phase

In the event that it is not necessary to request changes to the budget plan, activities or other aspects of the project, you can directly access the “Project Start-up” area.

In the "Project Start-up" section you will need to compile and upload the documentation as indicated below.

- **Project Duration.**

Indicate the starting and closing dates foreseen for the project activities. The duration indicated must be consistent with that indicated on Page 1 of the project section.

The "Last date for financial reporting" field displays the deadline for submitting the final report and can be edited only by the OPM Office.

- **Partnership agreements**

Upload the partnership agreements signed with the Partner(s) entered when requesting the grant. To upload the partnership agreements, click on the label with the Partner's name, choose the file to upload and then save. If the file is saved successfully, the file title appears in orange. Partnership agreements can be replaced, at this stage, by simply over-writing the document already uploaded.

**NB:** The Partnership Agreement should not be confused with the letter of intent enclosed when applying for funding and opening a “Change Request” phase. It is in fact a bilateral agreement between the Lead Organization and the Partner, signed by both and able to detail respective roles and commitments that the two parties assume in the framework of the project (it is available on the website, in the 'Instructions and Forms' folder, at the following link: <https://www.ottopermillevaldese.org/bando-ordinario/>).

- **Withholding Tax Declaration**

In this section, the user will already find the attached the withholding tax form uploaded when submitting the Grant Request. He will then have to check the box corresponding to the choice and check what is declared in the document.

If it is necessary to modify the declaration, click on the red "X" to delete the attachment and upload the new document with the changes made (the template is available on the website, in the 'Instructions and Forms' folder, at the following link: <https://www.ottopermillevaldese.org/bando-ordinario/>). In order to confirm the choice and the attachment, it will be necessary to click on the orange button "Save changes withholding tax".

**NB:** It should be noted that:

- Organizations registered in countries other than Italy must check the box **“is NOT subjected to 4% withholding tax because The Organisation is registered in a Country other than Italy”**
- The template must indicate, exclusively with reference to the funds granted by the OPM, if the 4% withholding tax will be applied on the latter. By way of example, if the 4% withholding tax is made on the part of own funds or on any co-financing, but not on the amount granted by the OPM, it must be indicated that the financing is **not to be subject** to a 4% withholding tax.

Once all the sections have been completed as indicated above, it will be possible to communicate that you want to proceed to the start-up phase without changes by sending the project to the Office through the JUNO platform. (see par. *1.3 Communication – Office/Organization field*).

Figure 6 – "Project Start-up" section

The screenshot shows the 'Project Start-up' section of the Juno platform. It includes a top navigation bar with buttons like 'Submit', 'Change', 'Up', 'Notices', and 'Close Project'. The main content area is divided into several sections, each with a numbered annotation:

- Annotation 1:** Points to the 'Project Duration' section, which includes fields for 'Start date', 'End date', and 'Last date for financial reporting' (30/06/2024 23:59).
- Annotation 2:** Points to the 'Partnership agreements' section, which includes a table with columns 'PARTNER', 'TITLE', and 'DOCUMENT'. A 'Choose file' button is visible.
- Annotation 3:** Points to the 'VAT recovery' section, which includes a declaration field for 'The Organisation declares' with radio buttons for 'not to recover the VAT', 'to fully recover the VAT', and 'to partially recover the VAT, in the percentage of..'. A note indicates 'Max 200 characters'.
- Annotation 4:** Points to the 'WITHHOLDING TAX DECLARATION' section, which includes a declaration field for 'The Organization declares that the grant' with radio buttons for 'is NOT subjected to 4% withholding tax because The Organisation is registered in a Country other than Italy' and 'is subjected to 4% withholding tax'. An annex link 'dichiarazione ritenuta.pdf' is shown.
- Annotation 5:** Points to the '5. Fill in the Communication Organization/Office section' at the top right.
- Annotation 6:** Points to the '6. Submit to the Otto per Mille Office' button at the top left.

At the bottom, there is a section for 'Agreement between the Parties' with three tabs: 'Agreement signed by the OPM Office', 'Agreement signed by the Organisation', and 'Request for First Tranche'. Each tab has a 'View' button.

### 2.1.2 Starting up after opening the Change Request Phase

In the event changes relating to the budget plan, to the activities and other aspects of the project are required, it is necessary to submit amendments by opening a Change Request phase (see par. 3 *How to request Amendments – the Change Request phase*) and, after its approval by the office, proceed as indicated in paragraph 2.1.1.

## 2.2 Submitting the project start-up request

Once the office has approved the completion of the "Project Start-up" section, the office will generate and upload the agreement between the parties for signature by the organization; the latter will have to access the "Project Start-up" section and will be able to:

- View and download the "Agreement between the Parties" uploaded by the office by clicking on the functions "View" and "Download";

- Print and sign the original of the “Agreement between the Parties”, then upload it (including annexes A and B and any partnership agreements) by clicking on Upload;
- **send the hard copy of the original signed agreement by ordinary or registered mail to: UFFICIO OTTO PER MILLE – TAVOLA VALDESE, VIA FIRENZE 38, 00184 – ROMA.**
- Check the box “**First Tranche Request**” if an advance is to be requested;
- Send the project to the office (par 1.3 *Communication – Office/Organization field*).

It should be noted that:

- the agreement between the parties is **not** automatically generated by the system, but is prepared by the office;
- It is the office (not the beneficiary Organization) to start the project once the original Agreement with the handwritten signature of the Legal representative has been received.

## 2.3 Missing signature on the Agreement between the Parties

The office reserves the right to revoke at any time the funding allocated if the Organization has not provided to sign, upload on the Juno platform and send by courier the signed copy of the Agreement in original to the Office itself.

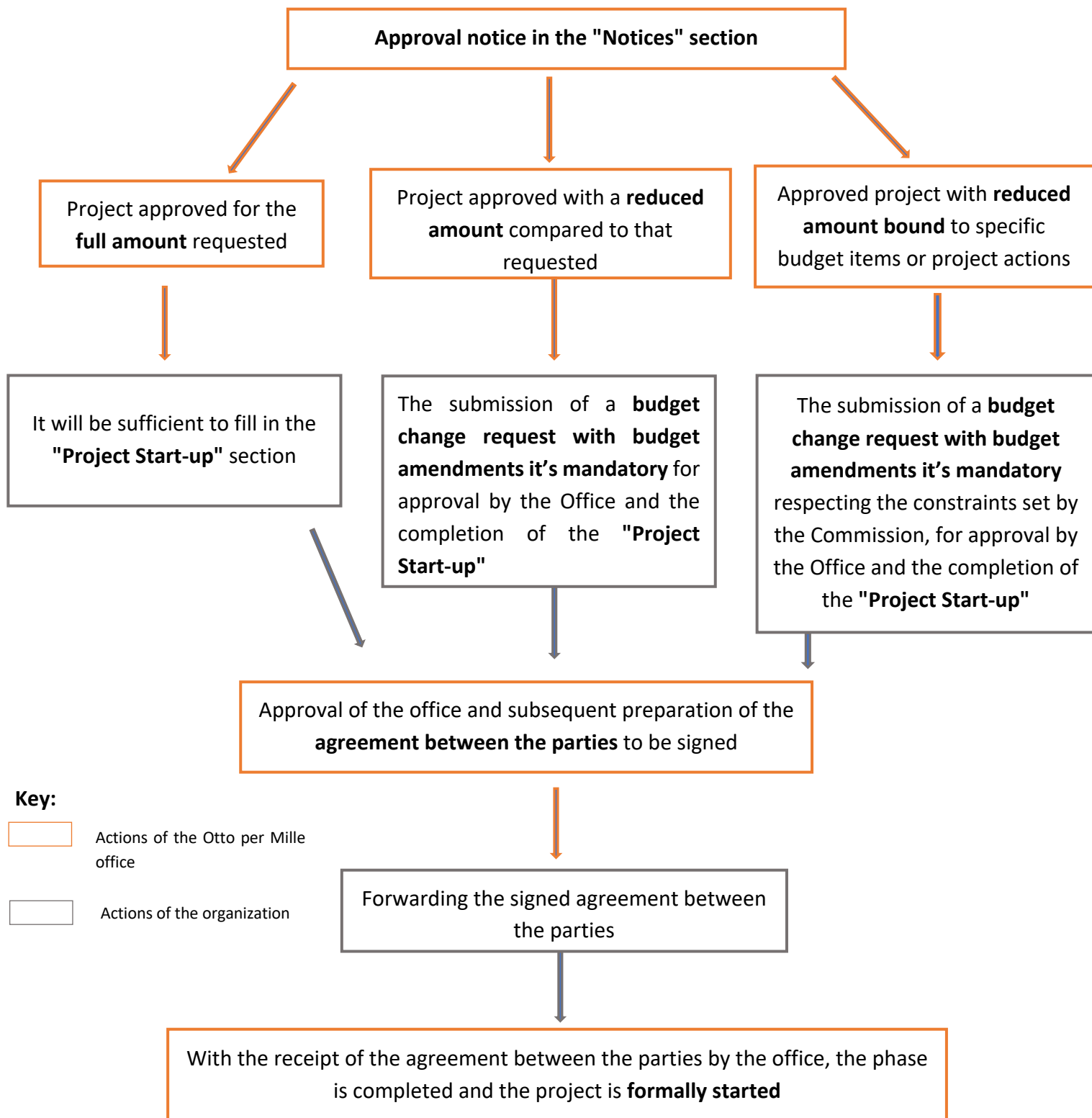
Figure 7 - Requesting the project start-up

The screenshot shows the 'Project start-up' section of the Juno platform. At the top, there is a navigation bar with tabs for 'Send', 'Reformulation', and 'Project start-up'. Below this, a header area displays 'Id card: OPM', 'AMICA DELLA PERSONA...', 'State: Pre Avvio Progetto', and 'Phase: ordinaria'. A 'Navigation' sidebar on the left lists 'Entity' and 'Project' with dropdown menus. A 'Key' section indicates 'Active page' (white circle), 'Closed page' (grey circle), 'Approved changes' (yellow circle), and 'Modified page' (orange circle).

The main content area is titled 'PROJECT START-UP'. It includes a 'Project Duration' section with 'Start date' (04/09/2019) and 'End date' (10/02/2021). Below this is a table titled 'Acts and Contracts of the Operating Partners' with columns: PARTNER, TITLE, DOCUMENT, and NOTE. The table contains two rows, each with a red 'X' icon and a document title starting with '42334 - In'. Below the table, there are three sections: 'Agreement between the parts' (with 'Agreement Signed Office' and 'Displays'/'Download' buttons), 'Agreement Signed Entity' (with 'Agreement Signed Entity' and 'Upload'/'Displays' buttons), and 'First Tranche request' (with a checkbox).

Numbered callouts are present: 1 points to the 'Agreement Signed Office' button; 2 points to the 'Agreement Signed Entity' button; 3 points to the 'First Tranche request' checkbox; 4 points to the 'Communication Office/Organization' section; and 5 points to the 'Submit to the Otto per Mille Office' button. An orange circle highlights the 'Send' button in the top navigation bar.

## SUMMARY SCHEME FOR PROJECT START-UP



### 3 How to request Amendments – The Change Request phase

If the Organization needs to edit its details or the Project data, it must proceed as indicated below.

#### 3.1 Editable information without opening the Change Request Phase

The **white pages** are editable by the organization at any time; the **grey ones** are editable only by opening the "Change Request" phase.

The pages that can be edited without opening the "Change Request phase" are:

PAGE 1: you can edit the bank details, e.g. by indicating a bank account dedicated to the Project. Please remember that the bank account indicated must be held by the Lead Organization.

PAGE 2: you can change the website address by indicating a specific page dedicated to the Project.

PAGE 4: you can edit the details relating to the legal representative, the Director/Secretary-General and/or the project manager by notifying the email address to be used for communications concerning the funded Project.

##### To do:

- Make sure that the icon corresponding to the page containing the piece/s of information to edit is active, then overwrite the updated piece/s of information. After making any changes, the icon related to the page will turn orange. This means that the changes made have been successfully saved, and they are ready to be submitted to the Office.
- To reset the version before the change/s, click on "**Reset**" at the bottom of each page.

All changes must be notified and clearly explained in the "Communication – Office/Organization" section and then sent to the office (*par. 1.3 Communication – Office/Organization* field).

**NB:** if the information entered falls within the general scope of the Organization and is not associated only with the specific project (e.g. a change in the bank details of the Lead Organization's bank account, a change in the legal representative, etc), it will also be necessary to change the "**Organization**" **profile page** and await approval of the change by the office.

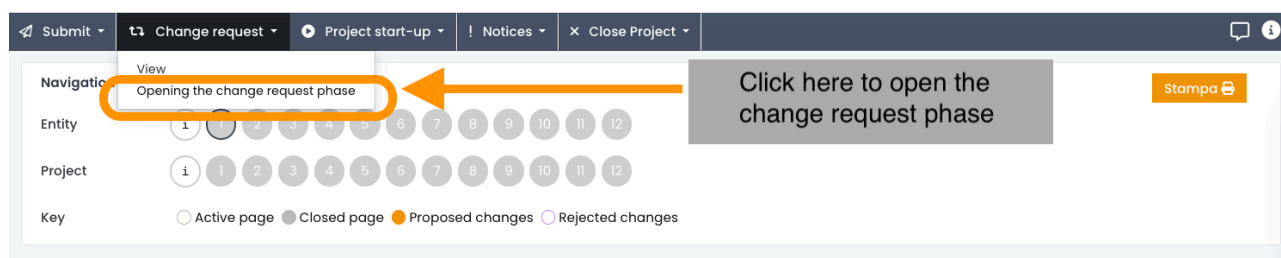
## 3.2 Editable information after opening the Change Request phase

The authorisation concerning all other changes, e.g. in the budget plan, project activities or other aspects of the project must be requested to the Otto Per Mille Office by opening the **"Change Request" phase**.

### To do:

- To open this phase, click on the "Change Request" label on the top toolbar and select **"Opening the change request phase"** from the drop-down menu.

Figure 8 – Opening the Change Request Phase





Once the Change Request Phase is open, all pages in the project section will turn white.

### 3.2.1 Changes on Page 7 and 9 – Removing and/or adding a Partner, other involved bodies and other financial backers

On Page 7 it is possible to request changes to the list of "Partners" and "other bodies involved" in the Project, proposing both the exclusion of one or more of those included during the submission of the Request for Grant and the introduction of new ones.

By making changes to Page 7 of the project section, you will also need to update Page 12 and upload the mandatory documents.

### To do:

- To add a "Partner" and/or an "Other bodies involved", enter the new organization's data in the appropriate fields on Page 7 and click on the button ; to delete them, simply click on .
- On Page 12, add the mandatory documents concerning the newly proposed "Partner" and/or "other involved body";
- On Page 9, you can add or delete other financial backers to the project or select them among the partners entered on page 7; on page 10, the system will ask you to enter the relevant co-funding share.



### 3.2.2 Changes at Page 10 – Budget amendments

On Page 10 you can request changes to the budget plan in cases where:

- the grant awarded is lower than the contribution request;
- the grant awarded is constrained to specific budget items;
- to remove cost items whose funding was agreed upon;
- to edit new cost items to be charged to Otto per Mille;

On the right of the screen you can see the **grant assigned** by the Otto per Mille, which the organization must adhere to when proposing amendments to the budget plan.

Figure 9 - Editable budget plan and assigned grant

**PROJECT DETAILS : 10/12 - BUDGET PLAN**

**Editable budget plan**

**Overall Total**

Project cost	Otto per Mille funding
€35,000.00	€35,000.00

Note: please, save the request to obtain the updated overall total value.

**Actions** [Create new Action](#) [Export data](#)

**Action 1**

Item	Unit	Unit cost	N. of units	Total amount	Own funds	Waldensian Church
<b>1.1 Human resources</b>						
<b>1.1.1 Local staff</b>						
Educators	months	€475.00	6	€2,850.00	€0.00	€2,850.00

**ASSIGNED OPM GRANT**

**Overall Total**

Otto per Mille funding			
Requested in RDF	Last approved request	Requested proposed by Organization	Assigned
€104,909.03	€35,000.00	€35,000.00	€35,000.00

**Assigned amount**

If the **grant is constraint to specific actions or items of expenses**, the detail of eligible costs will be visible on the right of the screen. The editable budget plan, on which to propose the changes with the constraint decided by the OPM Commission, is located to the left of the screen.

Figure 10 - Budget plan with constrained amount

The screenshot displays the Juno platform interface for managing a funded project. The left panel, titled "Enter the eligible budget items in the editable plan", shows the "PROJECT DETAILS : 10/12 - BUDGET PLAN". It includes a table for "Actions" with columns for Item, Unit, Unit cost, N. of units, Total amount, Own funds, and Waldensian Church. The right panel, titled "ASSIGNED OPM GRANT", shows the "Detail of the eligible costs" with a table for "Otto per Mille funding" and a table for "Actions" with columns for Item, Required, and Assigned. An orange circle highlights the "Assigned" column in the right panel.

PROJECT DETAILS : 10/12 - BUDGET PLAN						
Overall Total		Project cost		Otto per Mille funding		
		€19,048.00		€14,230.00		

ASSIGNED OPM GRANT		
Otto per Mille funding		
Requested in RDF	Last approved request	Requested proposed by Organization
14,230.00 €	14,230.00 €	14,230.00 €

Actions		
Action	Required	Assigned
1 Human resources		
1.1 Local staff		
1.2 Expatriated staff		
1.3 Other staff		
Subtotal human resources	0.00 €	0.00 €
2 Travels and subsistence		
Subtotal travels and subsistence	0.00 €	0.00 €
3 Services		
Subtotal services	0.00 €	0.00 €
4 Training		
Subtotal training	0.00 €	0.00 €
5 Equipment and materials		
Laptop	1,300.00 €	0.00 €
Desk	300.00 €	0.00 €
Chairs	420.00 €	0.00 €
Subtotal equipment and materials	12,020.00 €	0.00 €
6 Acquisition, construction and renovation of immovable properties		
Subtotal acquisition, construction and renovation of immovable properties	0.00 €	0.00 €
7 Communication and visibility		

By clicking on the **"Edit"** button, located below the editable budget plan on the left of the screen, it will be possible to:





- **edit the amounts concerning an existing budget item:** edit the cost item by clicking on the button , re-enter the revised cost item by indicating the new cost charged to Otto per Mille, and validate the change by clicking on the button ;
- **Add a cost item:** point the cursor on a new budget line, fill in the field and validate by clicking on ;
- **Remove a cost item:** point the cursor on the budget line you want to remove, and then click on ;
- **Add a new action:** click on "Create New Action" and enter the new cost items as described above;
- **Remove an action:** click on "Remove" under the action to delete.

Figure 11 - Amendments to the budget plan

Voce di spesa	Unità di misura	Costo unitario	N. unità	Totale voce	Fondi propri	Chiesa valdese	
1.1 Risorse umane							
3. Confirm							
1.1.1 Personale locale							
		0,00 €		0,00 €	0,00 €	0,00 €	✓
Psicologa/o	ora	50,00 €	20	1.000,00 €	0,00 €	1.000,00 €	✕
2. Re-enter all the details relating to the budget item							
		0,00 €		0,00 €	0,00 €	1.000,00 €	✕
1.1.2 Personale espatriato							
		0,00 €		0,00 €	0,00 €	0,00 €	✓
1. Delete or edit the budget item							

Once the modification of the budget plan has been completed, it will be necessary to fill in the field **"Communication about budget changes"**, at the bottom of Page 10, indicating for each change requested the specific reason and the change requested.

Figure 12 – Communication about budget changes field

Submit Change request Project start-up Notices Close Project

Subtotal communication and visibility	€0.00	€0.00	€0.00
<b>Total amount of the action</b>	<b>€33,334.00</b>	€0.00	€33,334.00

Edit Delete

Item	Total	Own funds	Waldensian Church
Overheads *	€1,666.00	€0.00	€1,666.00

Note: <5% of the Otto per Mille funding.

**New communication to organization about budget change \***

Describe budget changes or reply to office asks

Max 10000 characters

Communications about budget changes

We need educators instead of administrative staff

Fill in the box after editing the budget plan and describe what amendments you're requesting and why

Record of the communications by the Organization concerning budget amendments

Change requests that are not duly motivated will be rejected.

Once all changes have been made, click on the **"Save"** button (Figure 13 *Close and Save budget amendments*).

It is possible to reset the budget by clicking on the **"Reset"** button.

**WARNING.** Do not request a total amount higher than the one granted: in this case, the changes will be rejected without being evaluated.

Once the changes have been saved, it will be possible to send the project request to the office (par. 1.3 *Communication – Office/Organization field*).

Figure 13 - Close and save budget amendments

Send Reformulation Project start-up

<b>8.4 Training</b>							
<input type="text"/>	<input type="text"/>	€0.00	<input type="text"/>	€0.00	€0.00	<input type="text"/>	€0.00 <span>✓</span>
Subtotal training				€0.00	€0.00	€0.00	€0.00
<b>8.5 Equipment and materials</b>							
<input type="text"/>	<input type="text"/>	€0.00	<input type="text"/>	€0.00	€0.00	<input type="text"/>	€0.00 <span>✓</span>
Subtotal equipment and materials				€0.00	€0.00	€0.00	€0.00
<b>8.6 Acquisition, construction and renovation of immovable properties</b>							
<input type="text"/>	<input type="text"/>	€0.00	<input type="text"/>	€0.00	€0.00	<input type="text"/>	€0.00 <span>✓</span>
Subtotal acquisition, construction and renovation of immovable properties				€0.00	€0.00	€0.00	€0.00
<b>8.7 Communication and visibility</b>							
<input type="text"/>	<input type="text"/>	€0.00	<input type="text"/>	€0.00	€0.00	<input type="text"/>	€0.00 <span>✓</span>
PUBBLICITA'	ANNO	€50.00	10	€500.00	€500.00	€0.00	€0.00 <span>✗</span>
Subtotal communication and visibility				€500.00	€500.00	€0.00	€0.00
<b>Total amount of the action</b>				<b>€2,260.00</b>	€1,500.00	€760.00	€0.00

**1 Click the button for every single budget action edited**

Close Delete

Item	Total	Own funds	Waldensian Church	FONDAZIONE GIROLAMO COLONNA
Overheads *	\$3,500.00	\$2,000.00	\$500.00	\$1,000.00

**Note:** < 5% of the Otto per Mille funding.

**2 Click the button to save**

\* Fields marked with an asterisk are required

Pre-Validation Rollback Save Next

## 4 Financial and narrative reporting of the project – Reporting Phase

### 4.1 Opening the Reporting phase


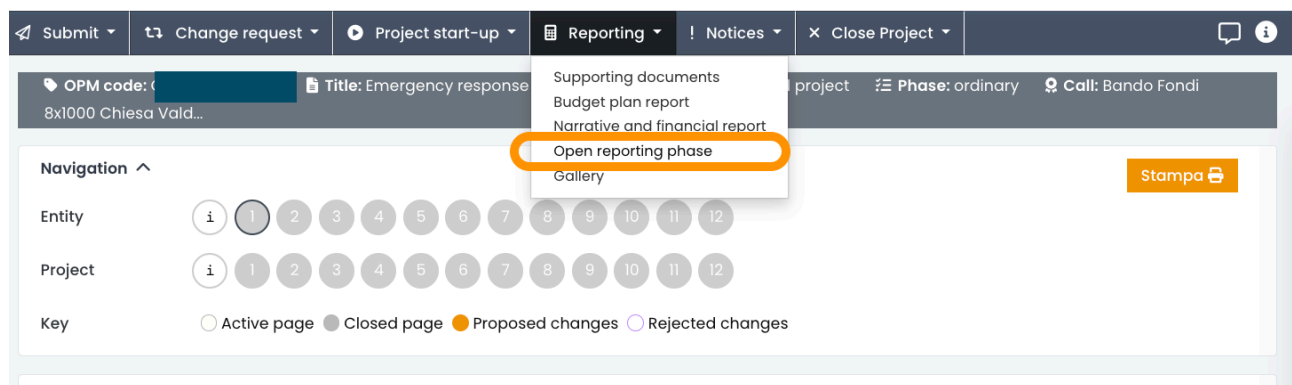
Before opening the reporting phase, make sure that you are logged into the project in "Edit"  mode and not in "View" mode (see Foreword).

Figure 14 – Opening the Reporting phase



To open the reporting phase, click the "Reporting" label on the top toolbar and select "Open Reporting Phase" from the drop-down menu.

The reporting phase includes **three steps**:

- Entering the "Supporting documents" (par. 4.2 Entering the supporting documents);
- Associating** the Supporting documents to the "Budget Plan Report" (par. 4.3 Associating the Supporting document to the Budget Plan Report table);
- Completing** the "Narrative and Financial Report" (par. 4.4 Narrative and Financial Report).

Each step must be saved individually through the "Save" button located at the bottom of the respective sections.

Once the steps mentioned above have been completed and saved, the report can be submitted to the office (par. 4.5 Forwarding to the Office).

It should be noted that until the reporting phase is closed, and therefore until the payment of the corresponding tranche(s), it will not be possible to open new reporting phases or any change request phases.

## 4.2 Entering Supporting documents

In the "**Supporting documents**" section, it is possible to upload all the accounting and administrative documents necessary to justify the expenses incurred for the implementation of the project activities.

Each supporting document must be uploaded in PDF format **only**. In addition, **each expense** must correspond to a **single file** containing all the related fiscal document of the cost incurred, the related payment and any other mandatory documentation listed in the **Reporting Guidelines**. By way of example, employee in order to report on internal personnel, a PDF file must be created for each month for each employee. The PDF file must contain the monthly payroll, bank receipt, timesheet, etc.

It should be noted that, if it is necessary to charge the same document to **more than one expenditure item**, it is necessary to upload it on the "Supporting Document" section only once, indicating in the "Amount" field the total amount to be charged to the Otto per Mille funding. In the "**Budget Plan Report**" section, the document may be associated in portion with the various budget items to which it refers.

Procedure to upload the supporting documents of the expenditures incurred by the **lead organization**:

- In the section "**Costs incurred by the organisation**", click the "New document" button;
- Fill in the fields: document name, description, date of issue, invoice amount, currency, etc.;
- Click on "Choose File";
- Click on "Save";
- Click on "Close".

Figure 15 – Uploading a new document

The screenshot shows the Juno platform interface. At the top, there is a navigation bar with tabs: Submit, Change request, Project start-up, Reporting, and Notices. Below this is a 'Navigation' section with filters for Entity, Project, and Key. The 'Entity' and 'Project' filters show a list of 12 items, with the first item selected. The 'Key' filter shows three options: Active page, Closed page, and Approved/managed changes. Below the navigation section is the 'SUPPORTING DOCUMENTS' section. It contains a table titled 'Costs incurred by the organisation' with columns: Doc Id, Doc Name, Description, Date of issue, Currency, Exchange rate, Total Invoice, Amount in Euro, Amount charged to the Project, Imputable in euro, Attached, Document validation, Associated with the financial report, and Actions. An orange callout box with the text 'Click on New Document' points to the 'New Document' button in the bottom right corner of the table.

Figure 16 – Supporting documents section

The screenshot shows the Juno platform interface for uploading a new document. The 'SUPPORTING DOCUMENTS' section is active, and a form titled 'Nuovo Allegato - Id documento 1' is displayed. The form contains the following fields: Document Name, Description (with a 'Max 200 characters' limit), Currency, Date of issue, Exchange rate, Invoice amount, Amount charged to the Project, and Attached. A callout box with the text '1. Fill in all the areas' points to the 'Document Name' field. Another callout box with the text '2. Upload the Supporting Document' points to the 'Choose File' button. A third callout box with the text '3. Save Data' points to the 'Save' button. A fourth callout box with the text '4. Close' points to the 'Close' button. The 'Attached' field shows 'No file selected'.

This procedure for uploading supporting documents will also have to be performed to enter the documents in the following sections:

- **Cost incurred by the partner**



- **Transfer of funds to the partners** (for which it should be noted that accounting receipts of transfers made from the lead organization's bank account to that of the Partner must be included)
- **Transfer of funds on-site** (it should be noted, for projects implemented in countries other than Italy, the accounts of the transfers made by the lead organization to its account in the country of implementation of the activities must be included).

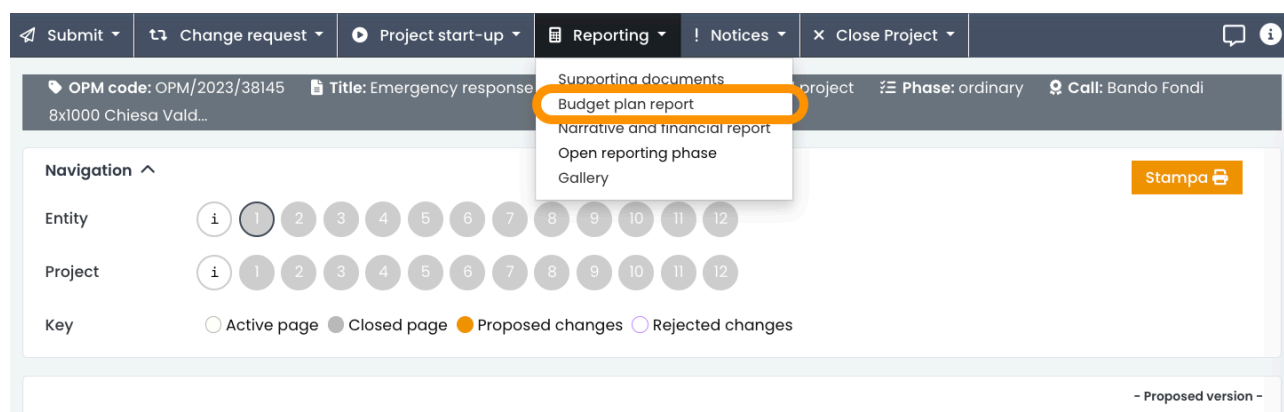
### 4.3 Associating Supporting documents to the Budget Plan Report

After uploading the documents on the platform, it is necessary to link them to the spending items charged to the Waldensian Church, in accordance with the project's budget plan.

To attach a document uploaded only once on the "Supporting documents" section to multiple expense items is necessary to link it to the "budget plan report" table, by entering the amount portion to charge to the specific budget item in the "OPM Amount" field.

To proceed in associating, click **"Reporting"** on the top toolbar and select **"Budget plan report"** from the drop-down menu.

Figure 17 – Budget Plan Report section



The following section will open:

Actions

Action 1 ^

Item	Unit	Unit cost	N. of units	Total amount	Own funds	Waldensian Church
<b>1.1 Human resources</b>						
<b>1.1.1 Local staff</b>						
Educators	months	€475.00	6	€2,850.00	€0.00	€2,850.00
Account: ^   To report: €2,850.00   Accounted: €0.00   N. Report: 1   Last Report: €0.00						
Num. Report	Type of expense	Doc Name - Id	Link Doc	Details	Valid Doc	OPM Amount
<b>1.1.2 Expatriated staff</b>						
Project Coordinator Plan Italy 50%	months	€600.00	7	€4,200.00	€0.00	€4,200.00
Accounts v   To report: €4,200.00   Accounted: €0.00   N. Report: 1   Last Report: €0.00						
<b>1.1.3 Other staff</b>						

## How to associate the documents of the budget plan:

1. Each budget item corresponds to a grey row **Rendicontazione** ^, click on the icon v;
2. click the "add" button + at the bottom of the row;
3. select the type of expense from the drop-down menu;
4. select the type of document from the drop-down menu;
5. in the "OPM Amount" field, state the amount of OPM funds to be charged to this spending item;
6. click on the check button ✓ at the far right of the row;
7. click on the "Save" button at the bottom of the page.

Figure 18 – How to associate the document to the Budget Plan Report

Brochure	numero	€0.18	1000	€180.00	€0.00	€180.00
----------	--------	-------	------	---------	-------	---------

Accounts ^ | To report: €180.00 | Accounted: €0.00 | N. Report: 4 | Last Report: €0.00

2- Click on Add

Num. Report	Type of expense	Doc Name - Id	Link Doc	Details	Valid Doc	OPM Amount	Valid reporting	Actions
4					No	€0.00		✓ ✕
	elaborazione grafica	forfettario		€700.00	1	€700.00	€700.00	€0.00
	social media marketing	persone		€300.00	1	€300.00	€300.00	€0.00
	Subtotal communication and visibility					€2,030.00	€1,750.00	€280.00
	<b>Total amount of the action</b>					<b>€13,380.00</b>	€6,580.00	€6,800.00

1- Click on Accounts

3- Select type of expense

4- Select Document

5- Indicate the amount of expenditure to be charge to OPM

6- Click on validation button

Item	Total	Own funds	Waldensian Church
Overheads *	€700.00	€500.00	€200.00

Note: < 5% of the Otto per Mille funding.

7. Save

Save

### 4.3.1 Changing a supporting document

If the supporting document already associated to the Budget Plan report needs to be change, it will be necessary to:

- In correspondence with the supporting document to be changed, click on the button ✕, then save;
- move to the **"Supporting document"** section and edit the document by pressing the edit icon ✎;
- save;
- repeat the procedure to associate the supporting document to the Budget Plan report.

### 4.3.2 how to provide requested integrations to supporting documents

The OPM Office may request integrations to the supporting documents by indicating one of the following procedures:

- - Upload a New Document in the Supporting Documents section. Indicate “ 0.1” euro in the “Invoice amount” box. DO NOT associate the new document with any spending item of the Budget Plan Report Section.
- - Delete the incomplete document. Remove the non compliant document from the Budget Plan Report (“x” icon), then edit or delete the file from the Supporting Documents section. Upload a compliant document and proceed to associate it with the Budget Plan Report. Please always remember to click “save” at the bottom of the page after associating any new files.

## 4.4 Narrative and Financial Report

After uploading the supporting document and linking it to the Budget Plan report, the report must be completed, filling in the fields on the "**Narrative and Financial Report**" section.

The Report must refer to the period of the actual implementation of the activities with reference expenditure receipts charged.

After completing the “**Report Reference Period**” fields, it will be necessary to fill in the fields “**Description of project activities**”, “ **Description and evaluation of the relations with all stakeholders (partners, other involved organisations, etc.)** ” and “**Dissemination, visibility and communication**”, in accordance with the ***Annex A Guidelines on financial reporting***.

Once all the sections have been completed, press the "Save" button at the bottom right.

## 4.5 Gallery section

In the “**Gallery**” section it is possible to upload the dissemination and communication material previously approved by OPM (***Annex B Visibility Guidelines***), photographs and all materials related to the project activities carried out.

The material can be uploaded at all phases of the project, that is in the ordinary phase, during the change request, and reporting phase.

The Gallery section can be accessed either through the "Reporting" menu and clicking on "Gallery", or by clicking on “Gallery” on the “Narrative and Financial Report” page.

Uploading files to the Gallery section:

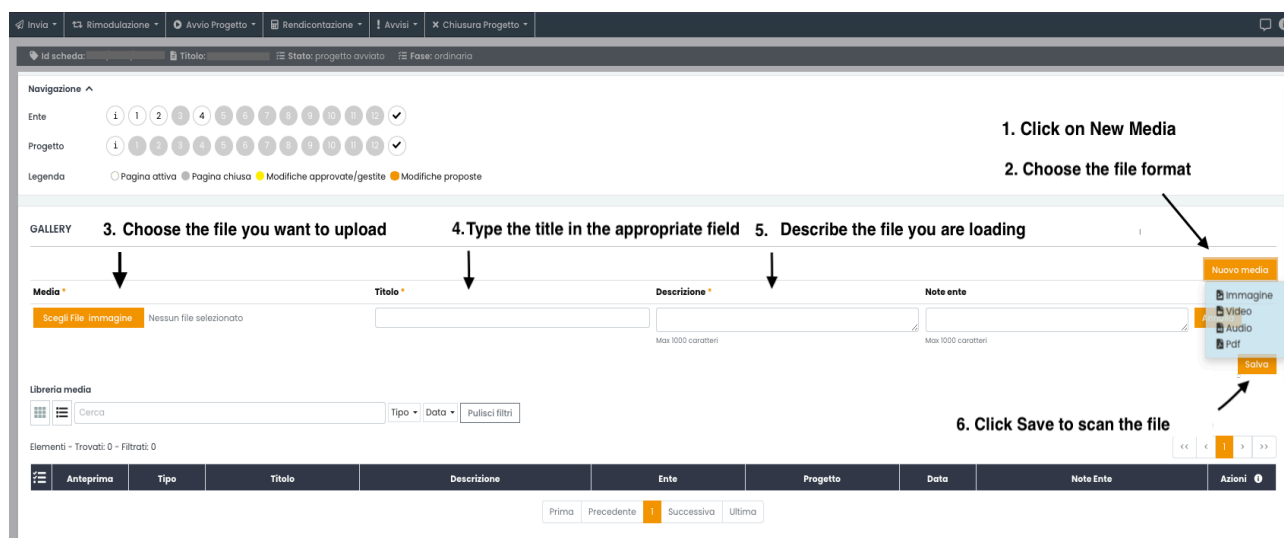
- Click on "New" Media;
- Click on "Choose File";

- Type the title in the appropriate field;
- Describe the file that you are uploading and, if necessary, provide any notes;
- Click on "Save"

In this section, you can upload photographs, audio files, video files and pdf in the following formats:

- PDF - accepted formats: pdf - maximum size: 10MB;
- IMAGES - accepted formats: *jpg, jpeg, tif and tiff* - maximum size: 15MB;
- VIDEO - accepted formats: *ts, mts, m2ts, mp4, m4v, mov, mkv, mpg, mpeg, avi* – maximum size: 20MB;
- AUDIO - accepted formats: *mp3, mpeg, opus, ogg, oga, wav, aac, caf, m4a, mp4, weba, webm, dolby, flac* – maximum size: 15MB;

Figure 19 - How to upload a file in the Gallery section







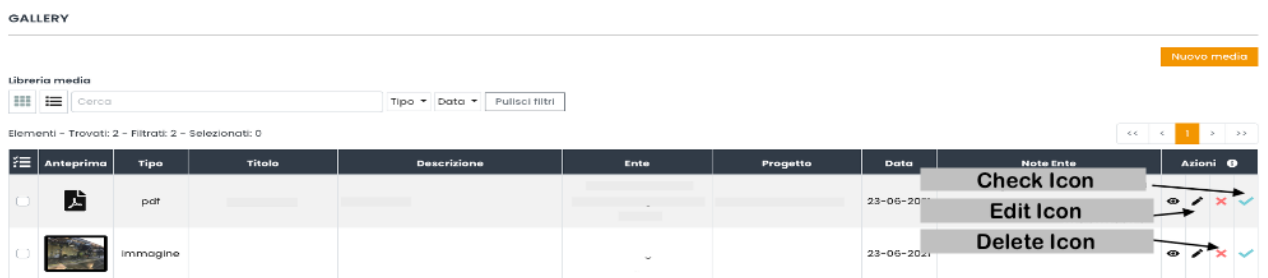
Uploaded files can only be modified or deleted if the office has not confirmed them. If the file has been confirmed by the Office, the check icon  will be highlighted and colored in green. On the contrary, if the check icon  is not highlighted you can edit the file by clicking on the pencil icon  or delete the file by clicking on .

Figure 20 – Changing a file



## 4.6 Project data – Summary table

The "Budget Plan Report" page also shows a "Summary" table, where you can see all the data relating to the project's progress, such as the amount of funding allocated, the amounts already disbursed and those still to be disbursed.

On the right side of the "Summary" table, in the "Budget Plan Report" page, you can see the data related to the reporting of the project, very useful when preparing the financial report.

**NB:** Before forwarding the financial and narrative report to the Office, ensure that the "Expenditure reported by the organisation up to now" is updated with the total expenses that you want to report.

Figure 21 – Summary table

Submit

Change request

Project start-up

Reporting

Order of payment

Notices

Chiusura Progetto

Summary

Granted amount / Waivers / Withdrawal / Overheads		Disbursements		Reporting - number of reports: 1			
Granted amount	€10,000.00	Total amount to be disbursed for the project	€10,000.00	100%	Total amount to be reported at the end of the project	€10,000.00	100%
+ initial assigned amount €10,000.00		+ granted amount €10,000.00			+ granted amount €10,000.00		
+ variations €0.00		- waivers €0.00			- waivers €0.00		
		- withdrawals €0.00			- withdrawals €0.00		
Waivers	€0.00	Total amount disbursed	€0.00	%0.00	- overheads €0.00		
+ notified : €0.00		+ disbursed amount €0.00					
+ acknowledged : €0.00		- returned amount €0.00			Residual amount to be reported to date	€3,000.00	30%
+ registered : €0.00					Expenditure reported by the organisation up to now	€0.00	0%
Withdrawals	€0.00	Residual amount to be disbursed	€10,000.00	%100.00	Reported amount approved by the office up to now	€0.00	0%
+ notified : €0.00		(or to be returned in case of a negative amount)			Overheads calculation based on the approved reported amount	€0.00	
+ registered : €0.00					+ applied overheads €0.00		
Se nuova rinuncia/revoca: importo max (solo ufficio)	€10,000.00				* reported amount approved by the office €0.00		
					/ total amount to be reported at the end of the project €10,000.00		
Overheads	€0.00				Overheads calculation + reported amount approved by the office	€0.00	
+ threshold : %5.00							
+ max (office only) : €476.19							
+ requested : €0.00							
+ share of reduction (waivers/withdrawals): €0.00							
+ final amount applied : €0.00							

Indicates the amount of expenditure currently justified

Indicates the amount of justified expenditure approved by the Office

Waivers

New waivers

## 4.7 Forwarding financial and narrative reports to the Office

Once all the documents have been uploaded, linked to the corresponding items of the "Budget plan report" and the report has been completed, it will be possible to forward it to Otto per Mille office (*par. 1.3 Communication – Office/Organization field*).

After analyzing all the documents sent, the Otto per Mille office will close the “Reporting” phase and will disburse the instalment(s) of the financing.

Documents not confirmed by the office will be deleted from the Juno Platform.

The Otto per Mille Office reserves the right to request additional documents, changes or corrections to the submitted documentation.

## 5 Requesting a time extension to end the project.

If it becomes necessary to change the project "End date" and/or the "Last date for financial reporting", due to a delay in the implementation of the activities and/or the preparation of the reporting, it will be necessary to request a **time extension** from the office..

**The extension request shall be sent by email** to your contact person of the project management area and shall contain:

- The new deadline to conclude the project activities and/or for the submission of the reporting
- The reasons for the request.

If the office accepts the request, it will change the "End date" and/or the "Last date for financial reporting".

The start date cannot be changed under any circumstance.



## 6 Total or partial waivers of the funding granted

In the event that the organization is unable to use the funding granted or is able to use only part of it, it shall proceed as follows.

### 6.1 Partial waivers

In the event that the organization intends to **waive a part of the financing**, it must inform the Otto per Mille office, using the field "**Waivers**" on the page "Budget plan report".

#### How to do it:

- Select the "Reporting" menu and click on "Budget Plan Report";
- In the field "Waivers" click on "New waivers";
- Enter the amount which it is intended to renounce;
- Fill in the "Notes" field explaining the reasons that led to the waiver;
- Click on "Save";



As long as the project is in charge of the organization and until the office has registered the waiver, it is possible to edit it by clicking on the pencil icon , or delete it by clicking on .

Figure 22 - Waivers

## 6.2 Total waivers

In the event that the organization intends to waive the entire funding, since the project is no longer feasible, it must inform the Otto per Mille office by sending via e-mail a declaration stating the renunciation of the financing.

After contacting the office, the organization can enter the waiver on the Juno platform.

### To do:

Select the "Close project" menu and click on "waivers";

- Confirm the amount you are waiving by clicking on "Confirm";
- Describe in the "Info" field the reasons that led to the waiver;
- Click on "Save";

Figure 23 - Closure of the project for total waiver

