

Monitoring and reporting of a Tempo project

24.8.2020

(DM 2100219 v.7)

To begin

- Read the funding decision and the terms and conditions carefully
 - The terms and conditions of funding are an important part of the decision and compliance with them is a condition for the payment of funding
- Approve the funding decision via [Business Finland's Online Service](#).
 - In exceptional cases, the decision is approved using a form
 - If the decision includes conditions for its entry into force, only approve it when the conditions have been fulfilled
 - If possible conditions on entry into force have been met and the funding decision is approved via the online service, Business Finland will make the advance payment mentioned in the decision
- Make sure that the online-service user rights for the project are assigned to all who need them

...and immediately after this

- Arrange project accounting as soon as the project has started
 - The purchased services under the project must be itemized and their relevance to the project demonstrated
 - Hourly monitoring of working time used for the project is not required
 - Other costs need not be included in the project accounting
- The costs must
 - arise from the project during the project period
 - be entered in the beneficiary's accounts
 - be paid by the time of submitting the final report

Highlights of the terms and conditions

- The funding is provided under de minimis regulation, and the entire sum forms part of the beneficiary's total de minimis accrual, regardless of how the costs are actualized. The monitoring of the accrual is the responsibility of the beneficiary
- The following funding-related information will be public: the beneficiary's name, business ID, size, sector, region, form of financing, the date of the decision, the amount of funding granted and the amount paid
- Business Finland may exchange information regarding the funding beneficiary with other funding providers and public authorities
- When the beneficiary disseminates information about the project and its results, it must disclose that Business Finland has provided project funding

The terms and conditions pose certain limitations on eligible costs

- Under de minimis regulations, no direct costs related to export volumes, the establishment and operations of a distribution network, or any other export activities are accepted
- Similarly, direct investments and operating costs arising from warehousing, logistics centers and other distribution operations are not eligible
- Business Finland accepts costs for purchases from group companies, but not from other associated enterprises. Please check the terms and conditions for details
- An expense based on an order placed before the beginning of a project phase cannot be allocated to the project unless the order has a cancellation clause in case the project does not go ahead

Public funding for the project

- Tempo projects may not include
 - costs that are eligible for support whose terms prohibit other public support (eg salary costs of a person who has received a start-up grant for the same period)
 - salary costs for which a salary subsidy has been received
 - services that has received other public funding
- The total share of funding received from Business Finland and other sources of public funding may not cover the full cost of activities or a project for which a government grant has been awarded
 - If necessary, Business Finland will reduce its own contribution so that the maximum amount is not exceeded
- The beneficiary must comply with the Act on Public Contracts
 - A purchase must be tendered as a public contract when its value, exclusive of VAT, exceeds the threshold value laid down by law, €60,000
 - See guidelines on compliance with the Act on Public Contracts in project funded by Business Finland in Business Finland's website Project implementation

Changes during the project

- If essential changes are required in the project implementation, we advise you to discuss these with your project contact person as soon as the need arises
- Business Finland's permission must be sought in advance for major changes. Applications are submitted through the Online Service
- In the case of arrangements, such as acquisitions, affecting your organization, contact Business Finland in good time
 - The company to which you wish to transfer your funding decision will be subject to the same evaluation process as companies applying for new funding

Were the objectives achieved?

- The report must include information on
 - whether the objectives listed in the decision were achieved
 - if the objectives were not achieved, the key problems and reasons for this and measures the company intends to take to achieve the objectives
 - how the project was implemented
 - whether the implementation substantially deviated from the project plan
 - how the company plans to continue its work going forward
- The report must be submitted to Business Finland within four months from the end of the project
- The remainder of the funding will be paid on the basis of the final report

The Online Service provides guidance on reporting

- The report is submitted through the Online Service
- The report may only be modified by those authorized to view project information
- The contact person for the cost statement must confirm the costs with his/her confirmation
- The accountable project leader or a person authorized to sign for the company submits the completed report

Cost statement

- The beneficiary may declare the proportion of a person's salary for their total working hours that is allocated to the project. The realized work must be compared to the project-plan estimate and any deviations must be reported
- A maximum 30 per cent of the salaries paid for the project will be accepted as indirect personnel costs for those covered by Finnish social security
- Direct project-related expert service costs can be accepted as purchased services in accordance with the project plan and invoicing
 - As a rule, purchased services are eligible in net amount and VAT-exempt
 - Purchased services can be accepted within the same Group companies but not from other associated companies
- The instalment of other costs is deferred
 - A deferred maximum of 20 per cent of combined salaries and purchased services can be accepted
 - These costs need not be reported to the Funder, nor do they need to be included in the beneficiary's project accounting
 - Other costs include overhead, travel, material and equipment costs, as well as rents and purchase of machinery and equipment, machinery and equipment depreciations and rental costs (incl. cloud services)

The accountable project leader is responsible for ensuring that

- the project's implementation has met the funding conditions of Business Finland
- the funding has been used for actions in compliance with the project plan
- the funding has not been used for purchasing services from associated companies other than group companies
- the funding has not been used for supporting exports, to establish a distribution network, or for operations in other Member States or third countries

Dealflow Finland -service

- **What:** Through the Dealflow.fi-service, international investors can directly contact Finnish companies that are looking for external financing. The company creates a profile in the service. Due the profile, the Business Finland Investor Services team also can presents the company at investor meetings in Europe, the United States, the Middle East and Asia. The service is free of charge and provided by Business Finland.
- **For whom:** For Finnish companies with a business ID, a finished product / strong IPR and the ability and desire to grow in the international market and obtain external financing. If the funding round is not yet relevant, it is worth creating a profile for the service already - it is recommended to appear in the investor search well in advance of opening the round. The service is marketed globally to investors (VC funds, Private Equity investors and industrial investors).
- **How:** The company creates a profile on Dealflow.fi. Investors log in to the service and can search, track and contact companies directly. Investor profiles are not public unlike companies' profiles, that are public. After the investor has contacted the company, the company can see the investor information.

www.dealflow.fi

Inform also the customer about the following services if necessary

Finnish Suppliers is a service for Finnish exporting companies to promote their supplies as well as for their new customers around the world. You can browse information according to various business segments, tag words and countries. The information is provided by Business Finland customers and reviewed by us in Business Finland before publishing.

- More info: <https://www.businessfinland.fi/en/do-business-with-finland/finnish-suppliers/>

Market Opportunities help companies take action by offering advice and building activities that connect Finnish companies to market opportunities.

- SALES LEAD
- BUSINESS OPPORTUNITY
- COUNTRY OUTLOOK
- FUTURE WATCH

More info: <https://www.marketopportunities.fi/home/>

Finnvera working capital loan Tempo+

- **What:** Finnvera can offer a working capital loan of €10,000-€50,000 to companies in receipt of Tempo funding (Tempo funding has been received and any conditions have been met). The loan is usually collateral-free with a 12-month repayment-free period. Conditions and interest rates are company specific.
- **For whom:** companies with a profitable business plan.
- **How: If the company is not a Tempo+ customer:** email tempo@finnvera.fi. The message should include:
 - The message should include a brief description of the business and a message to tempo@finnvera.fi.
 - Finnvera will contact you by phone after receiving your e-mail
 - **If you already have a contact person at Finnvera:** Tempo+ is not offered. You can apply for next funding according to normal procedures

24.8.2020 updating:

Tempo+ is closed until further notice because of Corona situation.

Customers are instructed to contact their own bank first and, if necessary, a guarantee from Finnvera:

- Initial guarantee: <https://www.finnvera.fi/eng/products/guarantees/start-guarantee>

- SME guarantee: <https://www.finnvera.fi/eng/products/guarantees/sme-guarantee>

- Finnvera guarantee: <https://www.finnvera.fi/eng/products/guarantees/finnvera-guarantee>

Finally

- All documentation related to the project must be kept for 10 years from the last instalment of the funding payment
 - Business Finland, the National Audit Office, the European Commission and the European Court of Auditors have the right to audit the finances and operations of the beneficiary as required for the payment of the funding and supervision of its use
- In the event of any non-compliance or misuse of funding, Business Finland has the right to reclaim the funding either partially or in full with interest
- At the end of the project, we recommend that you contact Business Finland to discuss your future plans.