



## Project - Report - FINAL

### Part A - Narrative report

#### A.1 Project progress report identification

Project title	Pre-filled from AF		
Project acronym	Pre-filled from AF		
Project website	If available		
Project index number	Pre-filled		
Project duration	Start date	Pre-filled from AF	Nr of months
	End date	Pre-filled from AF	Pre-filled from AF
Thematic objective	Pre-filled from AF		
Programme priority	Pre-filled from AF		
Name of the Lead Beneficiary organisation	Pre-filled from AF		
Name of the Beneficiary 1 organisation	Pre-filled from AF		
Reporting period	DD.MM.YYYY - DD.MM.YYYY		
Contact details of person responsible for the report	name, e-mail address, telephone		

#### A.2 Highlights of main achievements

Please describe project progress implementation including specific objectives reached and main outputs delivered by highlighting also the added value of the cooperation.

The summary should highlight main achievements, interesting and understandable for non-specialists. Please write in a style of press release.

1500 characters max

#### A.3 Main project outputs delivered

Achievement of Programme output indicators					
Programme output indicator	Target value	Sources and means of verification	Achieved in this reporting period	Level of achievement <sup>1</sup> (cumulative for the entire project)	% of indicator achievement
Pre-filled from AF	Pre-filled from AF	Pre-filled from AF		Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned	Automatically calculated
Pre-filled from AF	Pre-filled from AF	Pre-filled from AF		Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned	Automatically calculated

<sup>1</sup> Level of achievement needs to be selected also in case no output has been achieved in this reporting period.

Achievement of project output indicators					
Programme output indicator	Target value	Sources and means of verification	Achieved in this reporting period	Level of achievement <sup>2</sup> (cumulative for the entire project)	% of indicator achievement
<i>Pre-filled from AF</i>	<i>Pre-filled from AF</i>	<i>Pre-filled from AF</i>		<i>Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned</i>	<i>Automatically calculated</i>
<i>Pre-filled from AF</i>	<i>Pre-filled from AF</i>	<i>Pre-filled from AF</i>		<i>Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned</i>	<i>Automatically calculated</i>

#### A.4 Target groups reached

Target groups	Target value	Target group reached in this reporting period	Description of the target group involvement	Target groups (in %)
Target group 1				<i>Automatically calculated</i>
Target group 2				<i>Automatically calculated</i>
Target group n				<i>Automatically calculated</i>

<sup>2</sup> Level of achievement needs to be selected also in case no output has been achieved in this reporting period.

## A.5 Reporting per Activity

Activity 1	Activity start Q	Activity end Q	Activity expenditure	% of Activity expenditure reported				
<i>Pre-filled from AF</i>	<i>Pre-filled from AF</i>	<i>Pre-filled from AF</i>	<i>Automatically filled in from Part B</i>	<i>Automatically filled in from Part B</i>				
<b>Partner responsible</b>	<i>Pre-filled from AF</i>							
<b>Activity status</b>	<i>Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned</i>							
<b>Please describe the progress in this reporting period and explain how were partners involved (who did what).</b>								
<b>If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.</b>								

## A.6 Implementing of communication plan of the project

Communication activity 1	Target group(s) of the communication	Indicators of achievement for communication tools (target values)	Achieved in this reporting period
Pre-filled from AF	Pre-filled from AF	Pre-filled from AF	
Beneficiary responsible for the communication activity	Pre-filled from AF		
Communication tools	Pre-filled from AF		
Activity status	Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned		
Please describe the progress in this reporting period			

## A.7 Problems and solutions found

<p>Please describe (if applicable) problems and solutions found during this reporting period as regards:</p> <ul style="list-style-type: none"><li>- activities</li><li>- outputs</li><li>- partnership development and cooperation dynamics</li><li>- investments</li><li>- other</li></ul>

## Part B - Project finance report

Please refer to the Excel form (*Finance\_ Reports*).

**PART B Project Finance Report** includes sections B.1 to B.11.

In addition, please see the **List of expenditure** (separate for each project partner).

## Annexes

Please list all the attachments.

## Lead beneficiary signature

- Place and date
- Name of signing person
- Position of signing person
- Signature of lead beneficiary
- Stamp of lead beneficiary