

Part A - Narrative report

A.1 Project progress report identification

| | | | |
|--|----------------------------------|--------------------|--------------------|
| Project title | Pre-filled from PD | | |
| Project acronym | Pre-filled from PD | | |
| Project website | If available | | |
| Contract number | Pre-filled from GC/last Addendum | | |
| Project duration | Start date | Pre-filled from GC | Nr of months |
| | End date | Pre-filled from GC | Pre-filled from PD |
| Thematic objective | Pre-filled from PD | | |
| Programme priority | Pre-filled from PD | | |
| Name of the Lead Beneficiary organisation | Pre-filled from PD | | |
| Name of the Beneficiary 1 organisation | Pre-filled from PD | | |
| Name of the Beneficiary 2 organisation | DD.MM.YYYY - DD.MM.YYYY | | |
| Reporting period | name, e-mail address, telephone | | |
| Contact details of person responsible for the report | | | |

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.

A.3 Main project outputs delivered

| Achievement of Programme result/output indicators | | | | | |
|---|--------------------|-----------------------------------|-----------------------------------|---|----------------------------|
| Programme output indicator | Target value | Sources and means of verification | Achieved in this reporting period | Level of achievement ¹ (cumulative for the entire project) | % of indicator achievement |
| Pre-filled from PD | Pre-filled from PD | Pre-filled from PD | | 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 | |
| Pre-filled from PD | Pre-filled from PD | Pre-filled from PD | | 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 | |

¹ 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 ² (cumulative for the entire project) | % of indicator achievement |
| <i>Pre-filled from PD</i> | <i>Pre-filled from PD</i> | <i>Pre-filled from PD</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>Pre-filled from PD</i> | <i>Pre-filled from PD</i> | <i>Pre-filled from PD</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> | |

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 | | | | |
| Target group 2 | | | | |
| Target group n | | | | |

A.5 Reporting per Activity

| Activity 1 | Activity start Q | Activity end Q | Activity expenditure | % of Activity expenditure reported |
|--|--|---------------------------|------------------------------|------------------------------------|
| <i>Pre-filled from PD</i> | <i>Pre-filled from PD</i> | <i>Pre-filled from PD</i> | <i>Filled in from Part B</i> | <i>Filled in from Part B</i> |
| Partner responsible | <i>Pre-filled from PD</i> | | | |
| Activity status | <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> | | | |
| Please describe the progress in this reporting period and explain how were partners involved (who did what). | | | | |
| | | | | |
| 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. | | | | |
| | | | | |

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

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 |
|--|--|---|-----------------------------------|
| <i>Pre-filled from PD</i> | <i>Pre-filled from PD</i> | <i>Pre-filled from PD</i> | |
| Beneficiary responsible for the communication activity | <i>Pre-filled from PD</i> | | |
| Communication tools | <i>Pre-filled from PD</i> | | |
| Activity status | <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> | | |
| Please describe the progress in this reporting period | | | |
| | | | |

A.7 Problems and solutions found

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

Annexes

Please list all the attachments.

Lead Beneficiary/Beneficiary signature

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

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).

Declaration of the beneficiary _____
(name of the beneficiary's organisation)

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"I, the undersigned, declare that according to my knowledge:

- the expenditure indicated in the request for payment as eligible were incurred in accordance with all relevant expenditure eligibility rules;
- the information provided in the request for payment faithfully reflect material and financial progress of project implementation;
- the request for payment does not lack any important information and does not provide any untrue information, which could affect the assessment of the correctness of the project implementation or physical and financial progress of project implementation.

I am aware of criminal liability arising from the applicable legal acts, concerning the fact of declaring untruth as to a circumstance of legal significance. "

I hereby declare that the documentation related to the project is kept in: _____

Place and date: _____

Name of signing person: _____

Position of signing person: _____

Signature: _____

Official stamp: _____

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³ to be signed by each beneficiary