



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 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 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 |

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 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> |

² 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> | | | | |
| Partner responsible | <i>Pre-filled from AF</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. | | | | | | | | |
| | | | | | | | | |

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">- activities- outputs- partnership development and cooperation dynamics- investments- other |
| |

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