**Document History**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Comment** |
| 0.1 | 07/04/2022 | Donatas Saulevicius | Draft version Call 2022 |
| 0.2 | 04/07/2022 | Donatas Saulevicius | Context section aligned |
| 0.3 | 01/02/2023 | Oana Stalea | New condition for FR submission added |

**[This section contains general instructions on how to generate the report and should not be included in the Final report]**

General requirements

* Accompanying persons are not participants: all calculations referring to ‘participants’ shall not include accompanying persons
* Activity types labels and codes: whenever activity type is referenced in dynamic text (e.g. tables, section titles) it will be presented in the UI as the activity type label/description, for example “Group mobility of adult learners”. The activity type code (e.g. LM-GRP-ADULT) must never be shown in the UI.
* In all tables where the first column is ‘Activity type’, the sorting will follow the Programme tree. Only activity types with at least one participant in the project will be listed, unless otherwise indicated.
* Durations: unless otherwise specified durations are calculated based on ‘Duration (days)’ which is a calculated field that reflects the mobility start date, end date and excludes travel days, virtual mobility days and any possible interruptions.
* Unless otherwise indicated, organisation name standard format will follow the same horizontal rule as in AF which says that organisations are alas displayed as: Organisation (OD – CC) – where CC is two-letter country code
* PDF: tables can never break across two pages unless it is impossible to fit them on one page. If it is possible to fit a table on one page then a page break should be added to avoid breaking.
* **Navigation tree: Navigation tree shall have only one level in the tool. Dark blue sections are level 1 sections displayed in the main navigation menu. Unless otherwise noted, light blue sections are panels presented inside the section – they are not sub-levels in the navigation tree!]**
* Table of contents
[PDF - same as application forms]
Please see the model of Content menu in AF here: [https://citnet.tech.ec.europa.eu/CITnet/confluence/display/EACBA/21R1+KA122](https://citnet.tech.ec.europa.eu/CITnet/confluence/display/EACBA/21R1%2BKA122)
* Percentages in the tables need to be displayed with 2 decimals
* Guidelines on how amounts and currency should be displayed can be found [here](https://citnet.tech.ec.europa.eu/CITnet/confluence/display/EACBA/Amount%2Band%2BCurrency)

[Table of Contents will be shown in the PDF file only, not in UI. All items in the Table of Contents should be links to the corresponding section in the document]

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Context

Project details

[Fields in the below tables are filled in by the system and not editable, unless otherwise specified]

|  |  |
| --- | --- |
| Applicant organisation: | [Organisation name (no standard format)] |
| Applicant organisation OID: | [Applicant organisation OID] |
| Project code: | [Project code] |
| Project title: | [Project title] |
| Action type: | [Action Type label + code in brackets] |
| Round: | [Round] |
| Field: | [Field, e.g. ‘Adult education’] |
| Project Start Date: | [DD/MM/YYYY] |
| Project End Date:  | [DD/MM/YYYY] |
| Grant awarded: | [Awarded grant in last GA version] |

|  |  |
| --- | --- |
| National Agency receiving the report: | [Owner NA of the project][AGENCIES\_APPLICABILITY] |
| Language used to fill in the form: | [Language] |

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Project summary

Project summary at application time:

What do you want to achieve by implementing the project? What are the objectives of your project?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

 [VISIBLE ONLY IF question IN ENGLISH EXISTS]

Translation in English.

|  |
| --- |
| [MANDATORY] |

[Max 5000]

What activities do you plan to carry out?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

 [VISIBLE ONLY IF question IN ENGLISH EXISTS]

Translation in English.

|  |
| --- |
| [MANDATORY] |

[Max 5000]

What results do you expect your project to have?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

 [VISIBLE ONLY IF question IN ENGLISH EXISTS]

Translation in English.

|  |
| --- |
| [MANDATORY] |

[Max 5000]

Please provide short answers to the following questions to summarise your project.

Please recall that this section [or part of it] will feed the European Solidarity Corps dissemination platform and may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project.

What did you want to achieve by implementing the project? What were the objectives of your project?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

 [show BELOW question if language in report is not english]

Please provide a translation in English.

[MANDATORY]

[Max 5000]

What activities did you carry out?

[MANDATORY]

[Max 5000]

[show BELOW question if language in report is not english]

Please provide a translation in English.

[MANDATORY]

[Max 5000]

What are the results of your project?

[MANDATORY]

[Max 5000]

 [show BELOW question if language in report is not english]

Please provide a translation in English.

[MANDATORY]

[Max 5000]

Members of the group

Members' details

|  |  |  |
| --- | --- | --- |
| PRN | Date of birth | Country of residence  |
| Prefilled from BM- Participants section | Prefilled from BM- Participants section  | Prefilled from BM- Participants section  |
| Prefilled from BM- Participants section | Prefilled from BM- Participants section  | Prefilled from BM- Participants section  |
| Prefilled from BM- Participants section | Prefilled from BM- Participants section  | Prefilled from BM- Participants section  |
| Prefilled from BM- Participants section | Prefilled from BM- Participants section  | Prefilled from BM- Participants section  |
| Prefilled from BM- Participants section | Prefilled from BM- Participants section  | Prefilled from BM- Participants section  |

|  |  |
| --- | --- |
| Total number of members of the group | Count no of participants in the project – Participants section |

Members' profile

Please describe the background and profile of the members of the group.

|  |
| --- |
| [MANDATORY] |

[Max 5000]

[the age of each participant must be calculated using participant's age at Project’s START DATE-> E.G. BIRTH DATE=01-11-2000; Project START DATE=31-10-2014; AGE=13 ]

|  |  |  |
| --- | --- | --- |
| 18-25years old | 26-30 years old | Average age  |
| Count no of participants with the calculated age between 18-25  | Count no of participants with the calculated age between 26-30  | Calculate Average age of participants  |

|  |  |  |
| --- | --- | --- |
| Female | Male |  Undefined |
| Count no of participants in the project with Participant gender= Female | Count no of participants in the project with Participant gender= Male | Count no of participants in the project with Participant gender= Undefined |

[DISPLAY ONLY IF NO. OF PARTICIPANTS WITH FEWER OPPORTUNITIES >0]

Overview of participants with fewer opportunities

|  |  |
| --- | --- |
| Total number of participants with fewer opportunities in the project  | Prefilled from BM- Fewer opportunities section |

|  |  |
| --- | --- |
| Reason | Number of participants |
| Cultural differences | Prefilled from BM- Fewer opportunities section |
| Disability | Prefilled from BM- Fewer opportunities section |
| Economic obstacles | Prefilled from BM- Fewer opportunities section |
| Educational difficulties | Prefilled from BM- Fewer opportunities section |
| Geographical obstacles | Prefilled from BM- Fewer opportunities section |
| Health problems | Prefilled from BM- Fewer opportunities section |
| Refugees | Prefilled from BM- Fewer opportunities section |
| Social obstacles | Prefilled from BM- Fewer opportunities section |
| Total  | [SUM] |

Description of the project

Please give a general description and context of your project.

|  |
| --- |
| [MANDATORY] |

[Max 5000]

[Max. 3 choices]

What were the most relevant topics addressed by your project?- [MANDATORY]

|  |
| --- |
| [TOPICS] |
|  |  |
|  |  |

[+][-]

In case the topics chosen are different from the ones in the application, please explain why

|  |
| --- |
| [OPTIONAL] |

[Max 5000]

Project implementation

Please describe the activities you carried out. How did you implement them?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

How did you manage your project? How did you distribute the tasks?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

Were there any changes between your initial application and the finalised project? If so, please explain why and what was modified.

|  |
| --- |
| [MANDATORY] |

[Max 5000]

Please describe any problems or difficulties encountered. How did you tackle them? [OPTIONAL]

[MANDATORY]

[Max 5000]

Did your project include sustainable and environmental-friendly practices, accessible and inclusive activities, as well as did it make use of digital tools and methods to complement and improve activities? If yes, how?

[MANDATORY]

[Max 5000]

Did you make use of the support of a coach? [MANDATORY]

|  |
| --- |
| [BOOLEAN] |
|  | YES |
|  | NO |

*[IF YES]*

How did he/she support you in your project? Did you find this support valuable? Why?

[Max 5000]

Impact and dissemination

Did you achieve what you planned: Did you reach your target group? If so, how did the target group benefit from your project? Did your project benefit your community?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

Did your project bring expected impact on members of your group? Which skills, competences and knowledge did they gain or improve and how did you identify and document them?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

How and with who did you share the results of your project? Please provide concrete examples.

|  |
| --- |
| [MANDATORY] |

[Max 5000]

What did you do to make sure that your project continued to have effects also after it ended?

|  |
| --- |
| [MANDATORY] |

[Max 5000]

Budget

Budget summary

|  |  |
| --- | --- |
| Project costs | Prefilled from BM – Budget section – Reported budget amount for Project costs |
| Coach costs | Prefilled from BM – Budget section – Reported budget amount for Coach costs |
| Exceptional costs | Prefilled from BM – Budget section – Reported budget amount for Exceptional costs |
| Total  | [SUM] |

[SECTION VISIBLE IF TOTAL AMOUNT > 0]

Project costs

|  |  |  |
| --- | --- | --- |
| Grant per month | Number of months | Total grant |
| Prefilled from BM – Budget section | Prefilled from BM – Budget section | Prefilled from BM – Budget section – Reported budget |

[SECTION VISIBLE IF TOTAL AMOUNT > 0]

Coach costs

|  |  |  |
| --- | --- | --- |
| Grant per day  | Number of days | Total grant |
| Prefilled from BM – Budget section | Prefilled from BM – Budget section | Prefilled from BM – Budget section – Reported budget  |

[SECTION VISIBLE ITS TOTAL AMOUNT > 0]

Exceptional costs

|  |  |  |
| --- | --- | --- |
| Id. | Description and justification | Total grant |
| Prefilled from BM- Exceptional costs section | Prefilled from BM- Exceptional costs section | Prefilled from BM- Exceptional costs section - Total exceptional costs grant |
| Prefilled from BM- Exceptional costs section | Prefilled from BM- Exceptional costs section | Prefilled from BM- Exceptional costs section - Total exceptional costs grant |
| Total | [SUM] |

If needed, please provide any further comments you may have on the costs incurred.

[OPTIONAL]

|  |
| --- |
|  |

[Max 5000]

Project total amount

|  |  |
| --- | --- |
| Project total amount (calculated) | Calculated as Total project costs + Total coach costs + Total exceptional costs |

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.

[OPTIONAL]

|  |
| --- |
|  |

[Max 5000]

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

**Declaration on Honour**
Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.



**Other documents**

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies.](https://erasmus-plus.ec.europa.eu/national-agencies)



**List of documents**



Checklist

Before submitting your report form to the National Agency, please check that:

* All necessary information on your project have been encoded in Beneficiary Module;
* The report form has been completed using one of the languages of the European Solidarity Corps Participating Countries;
* All the relevant documents are annexed:
* Declaration on Honour, signed by the legal representative of the beneficiary organisation;
* The timetable of each of the activities implemented;
* The necessary supporting documents as requested in the grant agreement.
* You have saved or printed the copy of the completed form for your records.

Conditions for Final report submission

 [All conditions are automatically checked when they are fullfield]

 Final report can only be submitted if:

* All mandatory fields have been filled in
* All fewer opportunities participants in the project have a reason declared in the Fewer opportunities section [Link to Fewer opportunities screen]
* Declaration on Honour has been uploaded.
* Checklist has been fulfilled

 **PROTECTION OF PERSONAL DATA** Please read our privacy statement to understand how we process and protect [your personal data](https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement).