General Information

This report form generated from the Beneficiary Module consists of the following main sections:

-          **Context:** This section resumes some general information about your project.

-          **Project Summary:** This section summarises your project.

- **Participants of the group:** This section contains the Participants’ details and profile.

- **Description of the Project:** This section contains the general description and the most relevant topics of your project.

- **Project implementation:** This section asks for information about all the stages of your project: implementation of main activities including practical arrangements, tasks distribution, changes between the initial application and the finalised project, possible difficulties encountered during the implementation.

- **Impact and dissemination:** This section contains questions about objectives, target group, achieving the expected impact on participants, project promotion and follow-up.

-          **Budget:** This section gives a detailed overview of the final amount of the EU grant you request.

-          **Annexes:** Inthis section, you need to attach additional documents that are mandatory for the completion of the report.

**- Check List/Data Protection Notice/Declaration of Honour:** In these sections, you are made aware of important conditions linked to the submission of this final report.

-          **Submission:** Here, you will be able to confirm the information provided and to submit the form online.

For your convenience, some parts of this report are prefilled with information from the Beneficiary Module.

Context

|  |  |
| --- | --- |
| Programme | European Solidarity Corps |
| Action Type | Solidarity Projects |
| Call | 2021 |
| Round | R1 |
| Report Type | Final |
| Language used to fill in the form | [LANGUAGES] |

Project Identification

|  |  |
| --- | --- |
| Grant Agreement Number |  |
| Project Title |  |
| Project Acronym |  |
| Project Start Date (dd-mm-yyyy) |  |
| Project End Date (dd-mm-yyyy) |  |
| Project Total Duration (months) |  |
| Beneficiary Organisation Full Legal Name (Latin characters) |  |

National Agency

|  |  |
| --- | --- |
| Identification | [AGENCIES\_APPLICABILITY] |

Project Summary

[THese QUESTIONs are TO BE MADE VISIBLE IN BM BUT MUST NOT BE CONSIDERED AS PART OF THE REPORT (MUST NOT BE MENTIONED IN THE HERMES FLAT PDF FILE OR SENT TO PMM]

Project summary at application time:

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

|  |
| --- |
| [Char5000] |

[VISIBLE ONLY IF question IN ENGLISH EXISTS]

Translation in English.

|  |
| --- |
| [Char5000] |

What activities do you plan to carry out?

|  |
| --- |
| [Char5000] |

[VISIBLE ONLY IF question IN ENGLISH EXISTS]

Translation in English.

|  |
| --- |
| [Char5000] |

What results do you expect your project to have?

|  |
| --- |
| [Char5000] |

[VISIBLE ONLY IF question IN ENGLISH EXISTS]

Translation in English.

|  |
| --- |
| [Char5000] |

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?

|  |
| --- |
|  |

[show question if language in report is not english]

Please provide a translation in English.

What activities did you carry out?

[show question if language in report is not english]

Please provide a translation in English.

What are the results of your project? [show question if language in report is not english]

Please provide a translation in English.

Members of the group

Members' details

|  |  |  |
| --- | --- | --- |
| PRN | Date of birth | Country of residence |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Total number of members of the group |  |

Members' Profile

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

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| 18-25years old | 26-30 years old | Average age |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Female | Male | Other |
|  |  |  |

[DISPLAY ONLY IF >0]

Overview of Participants with fewer opportunities

|  |  |
| --- | --- |
| Total number of participants with fewer opportunities in the project |  |

|  |  |
| --- | --- |
| Reason | Number of participants |
| Cultural differences |  |
| Disability |  |
| Economic obstacles |  |
| Educational difficulties |  |
| Geographical obstacles |  |
| Health problems |  |
| Refugees |  |
| Social obstacles |  |
| Total | [SUM] |

Description of the Project

Please give a general description and context of your project.

|  |
| --- |
|  |

[Max. 3 choices]

What were the most relevant topics addressed by your project?

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

[+][-]

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

|  |
| --- |
|  |

Project Implementation

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

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?

Did you make use of the support of a coach?

[Yes/No]

*[IF YES]*

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

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?

|  |
| --- |
|  |

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?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

Budget

Budget Summary

|  |  |
| --- | --- |
| Project Costs |  |
| Coach Costs |  |
| Exceptional Costs |  |
| Total |  |

Project Costs

|  |  |  |
| --- | --- | --- |
| Grant per month | Number of months | Total Grant |
|  |  |  |

Coach costs

[SECTION VISIBLE ITS TOTAL AMOUNT > 0]

|  |  |  |
| --- | --- | --- |
| Grant per day | Number of days | Total Grant |
|  |  |  |

Exceptional Costs

[SECTION VISIBLE ITS TOTAL AMOUNT > 0]

|  |  |  |
| --- | --- | --- |
| Id. | Description and Justification | Total Grant |
|  |  |  |
|  |  |  |
| Total | | [SUM] |

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

[OPTIONAL]

|  |
| --- |
|  |

Project Total Amount

|  |  |
| --- | --- |
| Project Total Amount (Calculated) | Project Costs + Coach Costs + 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]

|  |
| --- |
|  |

Annexes

Please print the Declaration of Honour, have it signed by the legal representative of the beneficiary organisation and attach it.

**[DOWNLOAD Declaration of Honour]**

Declaration of Honour

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular, the financial data provided corresponds with the activities actually realised and to the grants actually paid for subsistence, travel and preparation of participants.

|  |
| --- |
| Place: Date (dd-mm-yyyy):  Grant Agreement Number:  National ID:  Name of the beneficiary organisation:  Name of legal representative: |
| Signature:  National ID number of the signing person (if requested by the National Agency):  Stamp of the beneficiary organisation (if applicable): |

Other files

Please also attach the necessary supporting documents as requested in the grant agreement and any other relevant documents.

Checklist

Before submitting your report 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.
* You have annexed all the relevant documents:
* The Declaration of Honour signed by the legal representative of the beneficiary organisation.
* The necessary supporting documents as requested in the grant agreement.
* You have saved or printed the copy of the completed form for yourself.

Data Protection Notice

|  |
| --- |
| **PROTECTION OF PERSONAL DATA**  <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement> |