**ANNEX I**

**Interim and Final Narrative Report**

* *This report must be completed and signed by the authorised representative of the Coordinator;*
* *Each section within this report must cover the reporting period as specified in the item 1.6 of this report;*
* *The information provided in this report must correspond to the information that appears in the Description of the Project and the Budget;*
* *Please expand the paragraphs as necessary;*
* *The report shall be sent electronically in line with the Contract provisions (Article 4 of the Conract);*
* *The Contracting Authority will reject any incomplete or badly completed reports.*

|  |
| --- |
| 1. **Main information** |

**1.1 Name of the Coordinator:**

**1.2 Name, surname and title of the Contact person:**

**1.3. Name of the Associates (if any):**

**1.4 Title of the project:**

**1.5 Contract number:**

**1.6 Start date and end date of the reporting period:**

**1.7 Place of implementation:**

**1.8 Target groups and final beneficiaries of the project:**

**1.9 Total value of the project and the amount funded by the Contracting Authority (if different):**

**1.10 The amount of expenditures incurred in the reporting period:**

|  |
| --- |
| **2. Summary of the results achieved and activities implemented during the reporting** |

* 1. Please give a global overview of the activities implemented and the results implemented during this reporting period (no more than ½ page). Please describe and comment the level of achievement of the results, if it is relevant at this stage and the likeliness of achieving the objectives of the project.

|  |
| --- |
| 1. **Description of the activities implemented and the results achieved** |

### 3.1 Activities

Provide a summary report of each of the activities conducted in the reporting period. Use a new table for each activity.

|  |  |
| --- | --- |
| Activity Title: |  |
| Dates: |  |
| Summary of Activity: |  |
| Indicator: |  |
| Target planned: |  |
| Result achieved: |  |
| Additional Notes: |  |

|  |  |
| --- | --- |
| Activity Title: |  |
| Dates: |  |
| Summary of Activity: |  |
| Indicator: |  |
| Target planned: |  |
| Result achieved: |  |
| Additional Notes: |  |

3.2 Provide information about and justification for any activity that was delayed, modified or omitted. *(Adjustments should be reflected in the Financial Reports as well, and any variances in the budget should be agreed upon with the Contracting Authority in advance)*

|  |
| --- |
| 4. Project Progress, partnerships and grant project relations |

4.1 What favorable or unfavorable variances affected progress of the project? *(Provide information about any variances that occurred within or outside the project)*

4.2 Define the beneficial or challenging effects of the partnership? *(if the project was implemented with an Associate partner)*

4.3 How do you assess progress of the relation between your organization and other stakeholders you interacted with during the project period?

4.4 Provide information on any new partnerships you developed during the project period. What benefits did or will these partnerships provide?

|  |
| --- |
| 5. Sustainability *(only for Final Report)* |

5.1 Provide information on the continuity of the project. *(where applicable)* What activities will be planned? What modifications will be applied in the future?

5.2 How will the Organization sustain the impact of the project?

|  |
| --- |
| **6. Visibility** |

6.1 Please describe how the visibility of the EU contribution is being ensured during the implementation of the project activities.

### 6.2 Publications and Materials

Provide information on any printed or online materials produced during the reporting period. Specify who the printed materials were distributed or sent to. Provide web links for online publications and screen shots for e-materials sent via emails.

|  |
| --- |
| 7. Conclusion *(only for Final Report)* |

Write a concluding summary of the project indicating lessons learned, challenges faced and impact of the work completed. *(maximum 2 pages)*

Name and surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date report due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date report sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_