

Document History

Version	Date	Author	Comment
0.1	22/04/2022	Oana Nicolae	Baseline version
0.2	29/08/2002	Oana Stalea	Context section aligned with KA 122 template

Ansichtsexemplar einen Abschlussberichts / Final Report Erasmus+ KA2 Kleinere Partnerschaften

Die Vorlage wurde von der EU-Kommission veröffentlicht unter:

Europäische Kommission > Erasmus+ and European Solidary Corps guides
> Beneficiary Guides – Implementation phase > Manage the final beneficiary report
> Final Beneficiary Report templates
Link: <https://wikis.ec.europa.eu/display/NAITDOC/Final+Beneficiary+Report+templates>

Das vorliegende Dokument wurde leicht angepasst und kommentiert von der NA beim BIBB.

Es dient nur zu einer Orientierung zu den Fragen des Abschlussberichts. Instruktionen in blauer Schrift und eckigen Klammern sind interne Hinweise zu Funktionen im Formular.

Der Abschlussbericht selbst wird angefertigt im Beneficiary Modul (BM). Das BM mit seinen Funktionalitäten wird kontinuierlich aktualisiert. Das Ansichtsexemplar gibt möglicherweise nicht den letzten Stand wieder.

Allgemeine Hinweise zum Ausfüllen

- Die Oberfläche des BM ist nicht übersetzt. Den Abschlussbericht können Sie in deutscher oder in englischer Sprache ausfüllen.
- Graue Felder = automatische Befüllung aus Angaben, die bereits im Beneficiary Modul vorliegen.
- Weiße Felder = ausfüllen im Zuge der Berichterstellung

NA beim BIBB, Team Erwachsenenbildung

[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]

Table of Contents

Context	3
Project details.....	3
Project Summary	4
Project description	6
Summary of Participating Organisations.....	9
Cooperation arrangements	10
Implementation.....	11
Overview of Activities.....	11
Activity title 1 [PREFILLED FROM THE ACTIVITIES SECTION]	12
Activity title 2 [PREFILLED FROM THE ACTIVITIES SECTION]	13
Impact and Follow-up.....	15
European Language Label	16
Annexes	17
Checklist	18

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]
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]

Project Summary

Please summarise the information about your project in form of short answers to the following questions.

Please use full sentences and clear language. The provided summary will be made public by the European Commission and the National Agencies.

Background: Why did you apply for this project? What were the needs you have addressed?

[MANDATORY] = *PFLICHTFELD*

[Max 1250 *Zeichen*]

Objectives: What did you want to achieve by implementing the project?

[MANDATORY]

[Max 1250]

Implementation: What activities did you implement in your project?

[MANDATORY]

[Max 1250]

Results: What were the concrete outputs and other results of your project?

[MANDATORY]

[Max 1250]

*Die englischsprachige Zusammenfassung wird in der Erasmus+ Project Result Platform (E+PRP) veröffentlicht.
Bitte beschreiben Sie Ihr Projekt einfach und verständlich für außenstehende Leserinnen und Leser.
Wenn das Projekt vollständig abgeschlossen ist, wird die Zusammenfassung des Projekts aus dem
Abschlussbericht in die E+PRR übernommen und ersetzt dort die Zusammenfassung aus dem Antrag.*

[SHOW THE FOLLOWING FOUR QUESTIONS IF LANGUAGE IN REPORT IS NOT ENGLISH]

Please translate your replies **to English**.

English translation: Why did you apply for this project? What were the needs you have addressed?

[MANDATORY]

[Max 1250]

English translation: What did you want to achieve by implementing the project?

[MANDATORY]

[Max 1250]

English translation: What activities did you implement in your project?

[MANDATORY]

[Max 1250]

English translation: What were the concrete outputs and other results of your project ?

[MANDATORY]

[Max 1250]

Project description

In this section you are asked to give information about the objectives and topics addressed by your project;

[MAX 1 CHOICE FOR BELOW QUESTION]

[SHOW 2022 HORIZONTAL PRIORITIES, AND SECTOR SPECIFIC PRIORITIES ACCORDING TO THE SELECTED FIELD]

What was the most relevant horizontal or sectoral priority according to the objectives of your project?

[PRIORITIES] [MANDATORY]

Bitte ordnen Sie hier die gleiche Priorität zu wie im Antrag. Bei Abweichungen begründen Sie diese im vorgesehenen Feld.

[MAX 2 CHOICES FOR BELOW QUESTION]

[SHOW ALL 2022 PRIORITIES (HORIZONTAL AND SECTOR SPECIFIC REGARDLESS OF FIELD)]

What were the other relevant horizontal or sectoral priorities addressed by your project?

[PRIORITIES] [MANDATORY]

Bitte ordnen Sie hier die gleichen Prioritäten zu wie im Antrag. Bei Abweichungen begründen Sie diese im vorgesehenen Feld.

[+][-]

In case the above selected priorities are different from the ones in the application, please explain why.

[OPTIONAL]

[MAX1250]

[MAX. 3 CHOICES FOR BELOW QUESTION]

What were the most relevant topics addressed by your project?

[TOPICS] [MANDATORY]

Bitte ordnen Sie hier die gleichen Topics zu wie im Antrag. Bei Abweichungen begründen Sie diese im vorgesehenen Feld.

[+][-]

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

[OPTIONAL]

[MAX1250]

What are the concrete outcomes and achievements of your project, and how do they link back to the project objectives? Were all original objectives of the project met? Please comment on any objectives initially pursued but not achieved and describe any achievements exceeding the initial expectations.

[MANDATORY]

[MAX3000]

In what way was the project innovative and/or complementary to other projects already carried out? Please describe how the needs of the identified target groups were addressed and what were the benefits of cooperating with transnational partners.

[MANDATORY]

[MAX3000]

How was the progress, quality and achievement of the project activities monitored and by whom?

[MANDATORY]

[MAX3000]

How did you evaluate the extent to which the project reached its objectives and planned results?
Which activities did you carry out to assess the overall success of your project?

[MANDATORY]

[MAX3000]

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them. How did you handle project risks (e.g. conflict resolution processes, unforeseen events, etc.)?

[OPTIONAL]

[MAX3000]

Summary of Participating Organisations

[SECTION VISIBLE FOR ALL ACTION TYPES]

[IN THE FIRST PHASE OF IMPLEMENTATION, PARTNERSHIP ENTRY DATE = START DATE OF THE PROJECT AND PARTNERSHIP WITHDRAWAL DATE = END DATE OF THE PROJECT]

[TO BE IMPLEMENTED WHEN THE AMENDMENTS FLOW WILL BE IN PLACE:

- Partnership Entry Date
 - a. For participating organisations received from the Application Forms which do not have a “Date Added” in PMM we will use the “Project Start Date” as the “Partnership Entry Date” in BM
 - b. If a new participating organisation is added in PMM the “Date Added” is available there and we will use it as the “Partnership Entry Date” in BM
 - c. If for any reason the NA wants to change in PMM the “Date Added” they can simply edit it there and send an amendment/project update to BM
- Partnership Withdrawal Date
 - a. For participating organisations received from the Application forms which do not have a “Date Withdrawn” in PMM we will use the “Project End Date” as the “Partnership Withdrawal Date” in BM
 - b. If a participating organisation is withdrawn in PMM the “Date Withdrawn” is available there and we will use it as the “Partnership Withdrawal Date” in BM
 - c. If for any reason the NA wants to change in PMM the “Date Withdrawn” they can simply edit it there and send an amendment/project update to BM
 - d. If a participating organisation is marked as "deleted" in PMM, BM will set the "Partnership Withdrawal Date" to field "Last Modify Date" received from PMM]

Role of the Organisation	OID of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation	Accreditation of organisation (if applicable)	Partnership Entry Date	Partnership Withdrawal Date
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]

Total number of participating organisations	[Prefilled from BM]
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Cooperation arrangements

What were the strengths that each partner brought to the project? Please describe how the tasks and responsibilities were distributed among the partner organisations.

[MANDATORY]

[Max 3000]

How did you ensure sound management of the project and good cooperation and communication between partners during project implementation?

[MANDATORY]

[Max 3000]

Implementation

Overview of Activities

[PREFILLED FROM THE ACTIVITIES SECTION IN BM]

Activity title	Venue of the activity	Activity start date	Activity end date	Activity duration(days)	Grant amount allocated to the activity (EUR)
[Prefilled from BM] – Activities section	[Prefilled from BM] – Activities section	[Prefilled from BM] – Activities section	[Prefilled from BM] – Activities section	Calculated as difference between activity end date and start date	[Prefilled from BM] – Activities section
				Total	[SUM]

Project Lump sum	[Prefilled from BM] – Activities section
------------------	--

[ALL ACTIVITIES DEFINED IN THE ACTIVITIES SECTION IN BM NEED TO BE LISTED IN THIS SECTION]

Activity title 1 [PREFILLED FROM THE ACTIVITIES SECTION]

[PREFILLED FROM THE ACTIVITIES SECTION]

Describe the content of the activity.

[MANDATORY] - [Prefilled from BM]

Vorausgefüllt aus Abschnitt "Activities", Beschreibung der Aktivität wird aus dem bewilligten Antrag übernommen.

Describe the target group for this activity. Who took part and who has and/or will benefit from the results?

[MANDATORY]- [Prefilled from BM]

Vorausgefüllt aus Abschnitt "Activities", Beschreibung der Aktivität wird aus dem bewilligten Antrag übernommen.

Explain how this activity helped reach the project objectives.

[MANDATORY]- [Prefilled from BM]

Vorausgefüllt aus Abschnitt "Activities", Beschreibung der Aktivität wird aus dem bewilligten Antrag übernommen.

Describe the achieved results of the activity.

[MANDATORY]- [Prefilled from BM]

Vorausgefüllt aus Abschnitt "Activities", Beschreibung der Aktivität wird aus dem bewilligten Antrag übernommen.

Was the grant amount allocated to this activity sufficient?

[MANDATORY]- [Prefilled from BM]

Bearbeiten Sie diese Frage im BM unter Activities, die Antwort sollte von dort übernommen werden.

Were there any major differences between the planned activity and the implemented activity? If so, please explain.

[MANDATORY]- [Prefilled from BM]

*Bearbeiten Sie diese Frage im BM unter Activities, die Antwort sollte von dort übernommen werden.
Sie können dieses Feld auch nutzen um spezifischere Informationen zur Umsetzung der Aktivität zu geben.*

How satisfied were you with the results of the implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

[MANDATORY]- [Prefilled from BM]

Bearbeiten Sie diese Frage im BM unter Activities, die Antwort sollte von dort übernommen werden.

If you wish, give additional comments about the satisfaction for this activity

[MANDATORY]- [Prefilled from BM]

Bearbeiten Sie diese Frage im BM unter Activities, die Antwort sollte von dort übernommen werden.

Activity title 2 [PREFILLED FROM THE ACTIVITIES SECTION]

[PREFILLED FROM THE ACTIVITIES SECTION]

Describe the content of the activity.

[MANDATORY] - [Prefilled from BM]

Describe the target group for this activity. Who took part and who has and/or will benefit from the results?

[MANDATORY]- [Prefilled from BM]

Explain how this activity helped reach the project objectives.

[MANDATORY]- [Prefilled from BM]

Describe the achieved results of the activity.

[MANDATORY]- [Prefilled from BM]

Was the grant amount allocated to this activity sufficient?

[MANDATORY]- [Prefilled from BM]]

Were there any major differences between the planned activity and the implemented activity? If so, please explain.

[MANDATORY]- [Prefilled from BM]]

How satisfied were you with the results of the implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

[MANDATORY]- [Prefilled from BM]]

If you wish, give additional comments about the satisfaction for this activity

[MANDATORY]- [Prefilled from BM]]

Impact and Follow-up

How did the participation in this project contribute to the development of the involved organisations?
What was the project's impact on the participants, target groups and other relevant stakeholders?

[MANDATORY]

[Max 3000]

How did you make the results of your project known within your partnership, in your local communities and in the wider public? Who were the main target groups and what channels did you use to share your results with them?

[MANDATORY]

[Max 3000]

What was the impact of the project at the local, regional, European and/or international levels? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end?

[MANDATORY]

[Max 3000]

Did you use Erasmus+ platforms for preparation and implementation of the project, and do you plan to further use them for follow-up? If yes, please describe how.

[OPTIONAL]

[Max 3000]

Erasmus+ promotes an open access requirement for all materials produced through its projects. In case your project has produced tangible deliverables, please describe if and how you have promoted free access to them by the public. How have you ensured that the project's results will remain available and be used by others? In case a limitation was imposed for the use of the open licence, please specify the reasons, extent and nature of this limitation. How have you ensured that the project's results will remain available and be used by others?

[MANDATORY]

[Max 3000]

[ELL section will not be visible for KA210-YOU projects (Field=Youth)]

European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, here: [European language initiatives](#).

Thanks to having completed a Key Action 2 small-scale partnership project, your organisation has the opportunity to apply for the European Language Label.

Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.

Would you like to apply for the European Language Label?

[BOOLEAN] [MANDATORY]	
YES	
NO	

Wenn hier "Yes" angekreuzt wird und eine Einrichtung damit die Bewerbung für das Europäische Sprachensiegel anstößt, werden eine Reihe von zusätzlichen Fragen eingeblendet. Sie sind nicht in diesem Ansichtsexemplar enthalten.

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.

 Download the declaration on honour

+ Add the declaration on honour







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](#).

+ Add documents

List of documents

No	Name	File size (kB)	Type of document	Actions
1	declaration-on-honour_EN.pdf	56.87	Declaration on Honour	 
2	Filename1.doc	900.56	Other document	 
3	Nex txt file.txt	1.5	Other document	 

Checklist

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

- All necessary information on your project has been encoded in Beneficiary Module;
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement;
- All the relevant documents are annexed:
 - Declaration on Honour, signed by the legal representative of the beneficiary organisation;
 - The necessary supporting documents as requested in the grant agreement;
- You have uploaded the relevant results on the Erasmus+ Project Results platform: <http://ec.europa.eu/programmes/erasmus-plus/projects/>;
- You have saved or printed the copy of the completed form for your records.

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#).

Häufige Gründe für Nachforderungen oder formale Nicht-Annahmen:

- *Die Declaration of Honour ist nicht die des Abschlussberichts, ist nicht unterschrieben oder nicht von der zeichnungsberechtigten Person unterschrieben.*
- *Dokumente oder Results, die veröffentlicht werden oder wurden und in der Erasmus+ Project Result Platform hochgeladen sind, sind nicht korrekt gekennzeichnet (ohne Logo/Emblem "gefördert durch EU" + Disclaimer; bei Lehr- und Lernmaterialien keine korrekte Kennzeichnung als Open Educational Ressource OER). Detaillierte Informationen dazu finden Sie zum Beispiel auf der Webseite der NA beim BiBB im Pfad der Leitaktion unter Durchführung.*