Document History

Version	Date	Author	Comment
0.1	28/01/2022	Stalea Oana	Baseline version
0.2	21/03/2022	Oana Stalea	Approved version
0.3	23/05/2022	Oana Stalea	Added subsection " Conditions for Final report submission"
0.4	18/07/2022	Oana Stalea	Question referring to partnership between regions in "Project description" section was removed
0.5	19/09/2022	Oana Stalea	Removed Hash code from Context section
0.6	01/02/2023	Oana Stalea	New condition for FR submission added

Ansichtsexemplar einen Abschlussberichts / Final Report
Erasmus+ KA2 Kooperationspartnerschaften aus der Antragsrunde 2021

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.

Die Finanzstruktur in Projekten zur Kooperation aus 2021 unterscheidet sich von der Struktur der Zuschüsse ab Antragsrunde 2022, so dass der Abschlussbericht entsprechend anders aufgebaut sein wird.

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

[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
- Percentages in the tables need to be displayed with 2 decimals
- Guidelines on how amounts and currency should be displayed can be found here

[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

This section resumes some general information about your project;

Programme	Erasmus+
Key Action	Partnerships for cooperation and exchanges of practices
Action	Cooperation partnerships
Action Type	Cooperation partnerships in school education Cooperation partnerships in vocational education and training Cooperation partnerships in adult education Cooperation partnerships in higher education Cooperation partnerships in youth
Field	School education; Adult education; Vocational education and training, Youth, Higher education
Call	2021
Round	Round 1
Report Type	Final
Language used to fill in the form	[LANGUAGES]

Project Identification

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

National Agency of the Beneficiary Organisation

Identification	[Prefilled from BM] - [AGENCIES_APPLICABILITY]

For further details about the available Erasmus+ National Agencies, please consult the following page: http://ec.europa.eu/programmes/erasmus-plus/contact_en

Project Summary

This section summarises your project and the organisations involved as partners;

Please provide short answers to the following questions, summarising the information you have provided in the rest of the report.

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; das Textfeld wird im Zuge der Berichterstellung ausgefüllt.*

[Max1250 *Zeichen*]

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

[MANDATORY]

[Max1250]

Implementation: What activities did you implement in your project?

[MANDATORY]

[Max1250]

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

MANDATORY]

[Max1250]

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

Please provide a translation of your project summary **in English**.

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

[MANDATORY]

[Max1250]

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

[MANDATORY]

[Max1250]

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

[MANDATORY]

[Max1250]

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

[MANDATORY]

[Max1250]

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.

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 2021 HORIZONTAL PRIORITIES AND SECTOR SPECIFIC PRIORITIES ACCORDING TO THE SELECTED FIELD]

What was the most relevant horizontal or sectoral priority addressed by 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 2021 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]

[Max 3000]

[MAX. 3 CHOICES]

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]

[Max 3000]

Please provide a summary of your project's concrete results and achievements. 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]

[Max 5000]

In what way was the project innovative and/or complementary to other projects already carried out?

[MANDATORY]

[Max 5000]

Summary of Participating Organisations

[SECTION VISIBLE FOR ALL ACTION TYPES. IN CASE OF FIELD= HE, THE INVITED ORGANISATIONS ARE NOT LISTED HERE]

[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] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section
[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section	[Prefilled from BM] - Organisations section

Total number of participating organisations	[Count no. of participating organisation in the project] - Organisations section

Associated Partners

In addition to the above formally participating organisations, did you involve associated partners in your project?

[BOOLEAN] [MANDATORY]
YES
NO

[IF YES]

Please identify those organisations in the table below:

Name of the Organisation	Country of the Organisation	City
[EDITABLE TEXT]	[COUNTRIES]	[EDITABLE TEXT]

[+] [-]

[IF YES]

Please explain the involvement of those organisations and how they contributed to the achievement of the project objectives.

[MANDATORY]

[Max3000]

Participants

Please briefly describe how you selected and involved participants in the different activities of your project.

[MANDATORY]

[Max 3000]

Participants with fewer opportunities: did your project involve participants facing situations that make their participation more difficult?

[BOOLEAN] [MANDATORY]

YES	
NO	

[If THE SUM OF NUMBER OF PARTICIPANTS WITH FEWER OPPORTUNITIES > 0]

Overview of Participants with fewer opportunities involved in the project:

Total number of participants with fewer opportunities in the project	[Prefilled from BM]

Bearbeiten Sie diese Angaben im BM an enstprechender Stelle, die Angaben werden von dort in das Berichtsformular übernommen.

Reason	Number of participants
Cultural differences	[Prefilled from BM]
Disabilities	[Prefilled from BM]
Economic barriers	[Prefilled from BM]
Barriers linked to education and training systems	[Prefilled from BM]
Geographical barriers	[Prefilled from BM]
Health problems	[Prefilled from BM]
Barriers linked to discrimination	[Prefilled from BM]

Social barriers	[Prefilled from BM]
Total	[SUM]

How did you support these participants so that they were fully engaged in the ongoing activities?

[MANDATORY]

[Max 3000]

Approximately, how many persons not receiving a specific grant benefited from or were targeted by the activities organised by the project (e.g. members of the local community, young people, experts, policy makers, and other relevant stakeholders)? Please enter the number of persons here:

[MANDATORY]

[Max 1000]

Please describe briefly how and in which activities these persons were involved.

[OPTIONAL]

[Max 1000]

Project Management

How did you ensure proper budget control and time management in your project?

[MANDATORY]

[Max 3000]

Monitoring: How were the progress, quality and achievement of project activities monitored? Please describe the qualitative and quantitative indicators you used. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

[MANDATORY]

[Max 3000]

Evaluation: How did you evaluate to which extent the project reached its results and objectives? What indicators did you use to measure the quality of the project's results?

[MANDATORY]

[Max 3000]

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]

[Max 3000]

Implementation

This section asks for information about all the stages of the project: implementation of main activities including practical arrangements, participants' profile, impact, dissemination of the results and future plans;

Please describe the project activities and expenses covered with the Project Management and Implementation grant. If the requested amount is different from the automatically calculated one based on the project duration, please explain why.

[MANDATORY]

[Max 3000]

Please describe the methodology you applied in your project.

[MANDATORY]

[Max 3000]

How did the project partners contribute to the project? Please detail specific contributions made by the partner organisations.

[MANDATORY]

[Max 3000]

How did you communicate and cooperate with your partners? What are the positive and negative elements of the cooperation process? What would you improve if you were to carry out a similar project in the future?

[MANDATORY]

[Max 3000]

What target groups were addressed in your activities plan? Were the target groups changed in comparison to the ones identified in the application form?

[MANDATORY]

[Max 3000]

If relevant for your project, did you use or do you plan to use Erasmus+ online platforms (e.g. EPALE, European School Education Platform, eTwinning) for the preparation, implementation and/or follow-up of your project? If yes, please describe how.

[OPTIONAL]

[Max 3000]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE TRANSNATIONAL PROJECT MEETING]

Transnational Project Meetings

This table reflects the information entered in Beneficiary Module. If you would like to change it please do it in the corresponding Beneficiary Module section. The information presented here will be automatically refreshed after that.

Meeting ID	Meeting Title	Description of the meeting	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	No. of Participants
[Prefilled from BM] – TPM section	[Prefilled from BM] - TPM section	[Prefilled from BM] - TPM section	[Prefilled from BM] - TPM section	[Prefilled from BM] - TPM section	[Prefilled from BM] - TPM section	[Prefilled from BM] - TPM section	[Prefilled from BM] - TPM section	[Prefilled from BM] - TPM section
								[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE PROJECT RESULT]

Project Results

This table reflects the information entered in Beneficiary Module. If you would like to change it please do it in the corresponding Beneficiary Module section. The information presented here will be automatically refreshed after that.

Result Identification	R1
Result Title	[Prefilled from BM] – Project Results section
Result Type	[Prefilled from BM] – Project Results section
Description of the project result	[Prefilled from BM] – Project Results section
Start Date (dd-mm-yyyy)	[Prefilled from BM] – Project Results section
End Date (dd-mm-yyyy)	[Prefilled from BM] – Project Results section
Available Languages	[LANGUAGES]- [Prefilled from BM] – Project Results section
Available Medias	[MEDIAS]- [Prefilled from BM] – Project Results section
Leading Organisation	[Prefilled from BM] – Project Results section
Participating Organisations [+][-]	[Prefilled from BM] – Project Results section

Result Identification	R2
Result Title	[Prefilled from BM] – Project Results section
Result Type	[Prefilled from BM] – Project Results section
Description of the project result	[Prefilled from BM] – Project Results section

Start Date (dd-mm-yyyy)	[Prefilled from BM] – Project Results section
End Date (dd-mm-yyyy)	[Prefilled from BM] – Project Results section
Available Languages	[LANGUAGES]- [Prefilled from BM] – Project Results section
Available Medias	[MEDIAS]- [Prefilled from BM] – Project Results section
Leading Organisation	[Prefilled from BM] – Project Results section
Participating Organisations [+][-]	[Prefilled from BM] – Project Results section

Result Identification	R<N>
Result Title	[Prefilled from BM] – Project Results section
Result Type	[Prefilled from BM] – Project Results section
Description of the project results	[Prefilled from BM] – Project Results section
Start Date (dd-mm-yyyy)	[Prefilled from BM] – Project Results section
End Date (dd-mm-yyyy)	[Prefilled from BM] – Project Results section
Available Languages	[LANGUAGES]- [Prefilled from BM] – Project Results section
Available Medias	[MEDIAS]- [Prefilled from BM] – Project Results section
Leading Organisation	[Prefilled from BM] – Project Results section
Participating Organisations [+][-]	[Prefilled from BM] – Project Results section

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE MULTIPLIER EVENT]

Multiplier Events

This table reflects the information entered in Beneficiary Module. If you would like to change it please do it in the corresponding Beneficiary Module section. The information presented here will be automatically refreshed after that.

Event Identification	E1
Event Title	[Prefilled from BM] – Multiplier Events section
Description of the multiplier event	[Prefilled from BM] – Multiplier Events section
Country of Venue	[COUNTRIES] - [Prefilled from BM] – Multiplier Events section
Start Date (dd-mm-yyyy)	[Prefilled from BM] – Multiplier Events section
End Date (dd-mm-yyyy)	[Prefilled from BM] – Multiplier Events section
Project Results Covered (using Result Identification number)	[Prefilled from BM] – Multiplier Events section
Leading Organisation	[Prefilled from BM] – Multiplier Events section
Participating Organisations [+][-]	[Prefilled from BM] – Multiplier Events section

Event Identification	E2
Event Title	[Prefilled from BM] – Multiplier Events section
Description of the multiplier event	[Prefilled from BM] – Multiplier Events section
Country of Venue	[COUNTRIES]- [Prefilled from BM] – Multiplier Events section
Start Date (dd-mm-yyyy)	[Prefilled from BM] – Multiplier Events section

End Date (dd-mm-yyyy)	[Prefilled from BM] – Multiplier Events section
Project Results Covered (using Result Identification number)	[Prefilled from BM] – Multiplier Events section
Leading Organisation	[Prefilled from BM] – Multiplier Events section
Participating Organisations [+][-]	[Prefilled from BM] – Multiplier Events section

Event Identification	E<N>
Event Title	[Prefilled from BM] – Multiplier Events section
Description of the multiplier event	[Prefilled from BM] – Multiplier Events section
Country of Venue	[COUNTRIES]- [Prefilled from BM] – Multiplier Events section
Start Date (dd-mm-yyyy)	[Prefilled from BM] – Multiplier Events section
End Date (dd-mm-yyyy)	[Prefilled from BM] – Multiplier Events section
Project Results Covered (using ResultIdentification number)	[Prefilled from BM] – Multiplier Events section
Leading Organisation	[Prefilled from BM] – Multiplier Events section
Participating Organisations [+][-]	[Prefilled from BM] – Multiplier Events section

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE LTT ACTIVITY]

Learning/Teaching/Training Activities

This table reflects the information entered in Beneficiary Module. If you would like to change it please do it in the corresponding Beneficiary Module section. The information presented here will be automatically refreshed after that.

Activity No.	C1
Field	[FIELDS] - [Prefilled from BM] – LTT section
Activity Type	[PROGRAMME_TREE]- [Prefilled from BM] – LTT section
Description of the activity	[Prefilled from BM] – LTT section
Country of Venue	[COUNTRIES] - [Prefilled from BM] – LTT section
No. of Participants	[Prefilled from BM] – LTT section
Participants with Fewer Opportunities (out of total number of Participants)	[Prefilled from BM] – LTT section
Accompanying Persons (out of total number of Participants)	[Prefilled from BM] – LTT section
Is this a long-term activity?	[BOOLEAN] - [Prefilled from BM] – LTT section
Funded Duration (days)	[Prefilled from BM] – LTT section
Participating Organisations [+][-]	[Prefilled from BM] – LTT section

Activity No.	C2
Field	[FIELDS]- [Prefilled from BM] – LTT section
Activity Type	[PROGRAMME_TREE] -[Prefilled from BM] – LTT section

Description of the activity	[Prefilled from BM] – LTT section
Country of Venue	[COUNTRIES]- [Prefilled from BM] – LTT section
No. of Participants	[Prefilled from BM] – LTT section
Participants with Fewer Opportunities (out of total number of Participants)	[Prefilled from BM] – LTT section
Accompanying Persons (out of total number of Participants)	[Prefilled from BM] – LTT section
Is this a long-term activity?	[BOOLEAN]- [Prefilled from BM] – LTT section
Funded Duration (days)	[Prefilled from BM] – LTT section
Participating Organisations [+][-]	[Prefilled from BM] – LTT section

Activity No.	C<N>
Field	[FIELDS]- [Prefilled from BM] – LTT section
Activity Type	[PROGRAMME_TREE]- [Prefilled from BM] – LTT section
Description of the activity	[Prefilled from BM] – LTT section
Country of Venue	[COUNTRIES]- [Prefilled from BM] – LTT section
No. of Participants	[Prefilled from BM] – LTT section
Participants with Fewer opportunities (out of total number of Participants)	[Prefilled from BM] – LTT section
Accompanying Persons (out of total number of Participants)	[Prefilled from BM] – LTT section

Is this a long-term activity?	[BOOLEAN]- [Prefilled from BM] – LTT section
Duration (days)	[Prefilled from BM] – LTT section
Participating Organisations [+][-]	[Prefilled from BM] – LTT section

Participants in Learning/Teaching/Training Activities

Participants' profile

For each activity, please describe the background and profile of the participants involved in the learning, teaching or training activities. How were the participants selected, prepared and supported? If relevant, please describe any practical arrangement set for the participants, including training, teaching or learning agreements.

[MANDATORY]

[Max 3000]

Participants' Recognition

Did your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates for recognition or validation of the learning outcomes of the participants in the learning, teaching or training activities?

[BOOLEAN] [MANDATORY]

| YES |
| NO |

[IF "YES"]

[MINIMUM 0 ENTRIES AND MAXIMUM 8 ENTRIES]

Please indicate the recognition/validation instruments used in your project:

[CERTIFICATION_TYPES] [MANDATORY]

| EUROPASS_CV - Europass Curriculum Vitae (CV) |
| EUROPASS_MOB - Europass Mobility Document |

EUROPASS_CS - Europass Certificate Supplement
EUROPASS_DS - Europass Diploma Supplement
ECVET - The European Credit system for Vocational Education and Training (ECVET)
YOUTHPASS - Youthpass Certificate
CTS - Credit Transfer Systems

[+] [-]

If you have used other recognition/validation instruments, please describe them:

[OPTIONAL]

[Max 3000]

Follow-up

Impact

What was the project's impact on the participants, participating organisations, target groups and other relevant stakeholders?

[MANDATORY]

[Max 3000]

What was the impact of the project at the local, regional, European and/or international levels? Please provide qualitative and quantitative indicators.

[MANDATORY]

[Max 3000]

How did the project contribute to the achievement of the most relevant priorities as indicated in the description section?

[MANDATORY]

[Max 3000]

Dissemination and Use of Project Results

To whom did you disseminate the project results inside and outside your partnership? Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

[MANDATORY]

[Max 3000]

What kind of dissemination activities did your partnership carry out and through which channels? Please also provide information on the feedback received.

[MANDATORY]

[Max 3000]

Erasmus+ promotes an open access requirement for all materials produced through its projects. In case your project has produced intellectual outputs/tangible deliverables, please describe if and how you have promoted free access to them by the public. In case a limitation was imposed for the use of the open licence, please specify the reasons, extent and nature of this limitation.

[MANDATORY]

[Max 3000]

How have you ensured that the project's results will remain available and be used by others?

[MANDATORY]

[Max 3000]

How did you see the potential to use this project's approach in other projects on a larger scale and/or in a different field or area?

[MANDATORY]

Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

[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 cooperation 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.

Budget

This section gives a detailed overview of the final amount of the EU grant you request;

Budget Summary

| OID of the Organisation | Name of the Organisation | Country of the Organisation | Project Management and Implementation | Transnational Project Meetings | Project Results | Multiplier Events | Learning/Teaching/Training Activities | | | | Inclusion support for participants | Inclusion Support for organisation | Exceptional Costs | Exceptional Costs - Guarantee | Total (Calculated) |
							Travel	Individual Support	Linguistic Support	Exceptional Costs for Expensive Travel					
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	SUM of Total amount(Adjusted) for the respective participating organisation in PMI	SUM of Total (Calculated) for the respective sending organisation in TPM	SUM of Total(Calculated)for the respective organisation in Project Results	SUM of Total (calculated) for the respective organisation in multiplier event	SUM of Eu Travel Grant for the respective sending organisation in LLT activities	SUM of Individual support for the respective sending organisation in LLT activities	SUM of Linguistic support for the respective sending organisation in LLT activities	SUM of Exceptional cost for expensive travel for the respective sending organisation in LLT activities	SUM ot Total inclusion support for participants requested for the respective organisation	SUM of Total inclusion support for organisation for the respective org.	SUM of Total Amount Adjusted for the respective organisation	SUM of Total Amount Adjusted for the respective organisation	[SUM]
		Total	[SUM]	[SUM]	[SUM]	[SUM]	[SUM]	[SUM]	[SUM]	[SUM]	[SUM]		[SUM]	[SUM]	[SUM]

Project Total Amount

Project Total Amount Reported (Calculated)	Project Management and Implementation + Transnational Project Meetings + Project Results + Multiplier Events + Learning/Teaching/Training Activities + Inclusion Support for participants + Inclusion Support for organisation + Eligible Exceptional Costs + Eligible Exceptional Costs - Guarantee

Please provide any further comments you may have concerning the above figure.

[OPTIONAL]

[Max 3000]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE PROJECT MANAGEMENT AND IMPLEMENTATION]

Project Management and Implementation

OID of the Organisation	Role of Organisation	Name of the Organisation	Country of the Organisation	Total
[Prefilled from BM] - Project Management and Implementation section	[Prefilled from BM] - Project Management and Implementation section	[Prefilled from BM] - Project Management and Implementation section	[Prefilled from BM] - Project Management and Implementation section	Total amount(Adjusted) for the respective organisation - Project Management and Implementation section
			Total	[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE TRANSNATIONAL PROJECT MEETING]

Transnational Project Meetings

OID of the Sending Organisation	Name of the Organisation	Country of the Organisation	Total No. of Meetings	Total No. of Participants in All Meetings	Distance Band	Grant per Participant	Total (Calculated)
[Prefilled from BM] – Transnational Project Meetings section	[Prefilled from BM]- Transnational Project Meetings section	[Prefilled from BM]- Transnational Project Meetings section	[Prefilled from BM]- COUNT no. of meetings that are linked to the respective sending organisation and distance band	B= [Prefilled from BM]- COUNT no of participants in all meetings linked to the respective sending organisation and distance band	[DISTANCE_BANDS] - [Prefilled from BM]- Transnational Project Meetings section	C= A/B	A= Total (Calculated) for the respective organisation and distance band
						Total	[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE PROJECT RESULT]

Project Results

OID of the Organisation	Name of the Organisation	Country of the Organisation	Result Identification	Category of Staff	No. of Working Days	Grant per Day	Total (Calculated)
[Prefilled from BM] – Project Results section	[Prefilled from BM]- Project Results section	[Prefilled from BM]- Project Results section	[Prefilled from BM]- Project Results section	[STAFF_CATEGORIES]- [Prefilled from BM]- Project Results section	[Prefilled from BM]- Project Results section	[Prefilled from BM]- Daily rate for the respective Staff Category	Total (Calculated) for the respective organisation and Staff category
				Total	[SUM]	Total	[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE MULTIPLIER EVENT]

Multiplier Events

OID of the Organisation Organising the Event	Name of the Organisation	Country of the Organisation	Event Identification	Country of Venue	No. of Local Participants Physical Activities [available if "Virtual event" =NO"]	Grant per Local Participant Physical Activities [available if "Virtual event" =NO"]	No. of Foreign Participants Physical Activities [available if "Virtual event" =NO"]	Grant per Foreign Participant Physical Activities [available if "Virtual event" =NO"]	No. of Participants in Virtual Activities [available if "Virtual event" =YES"]	Grant per Participant in Virtual Activities [available if "Virtual event" =YES"]	Total (Calculated)
[Prefilled from BM] – Multiplier Event section	[Prefilled from BM]- Multiplier Event section	[Prefilled from BM]- Multiplier Event section	[Prefilled from BM]- Multiplier Event section	[COUNTRIES]- Multiplier Event section	No. of Local participants in linked to the respective event and organisation	Grant per Local Participant linked to the respective event and organisation	No. of Foreign participants linked to the respective event and organisation	Grant per Foreign Participant linked to the respective event and organisation	No. of participants in Virtual activities linked to the respective event and organisation	Grant per Participant in virtual activities linked to the respective event and organisation	Total(Calculated) for the respective organisation and event
				Total	[SUM]	Total	[SUM]	Total	[SUM]	Total	[SUM]

[WARNING IF TOTAL CALCULATED > 30 000€]

"You have requested a total budget of xx€ for Multiplier Events. Only 30 000€ are allowed per project"

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE LTT ACTIVITY]

Learning/Teaching/Training Activities

Travel

OID of the Sending Organisation	Name of the Organisation	Country of the Organisation	Activity No.	Field	Distance Band	Travel Grant per Participant	No. of Participants	Exceptional Costs for Expensive Travel	Total (Calculated)
[Prefilled from BM]- LTT section	[Prefilled from BM]- LTT section	[Prefilled from BM]- LTT section	[Prefilled from BM]- LTT section	[Prefilled from BM]- LTT section	[DISTANCE _BANDS]- LTT section	[A = E/B]	[B]= Count no of participants in LTTs linked to the respective organisation and Activity no. , where Travel Grant > 0	[SUM of Exceptional Costs in LTTS linked to the respective organisation and activity no. where Exceptional Costs for Expensive Travel >0]	[E = SUM of Total Calculated in all LTTS linked to the respective organisation and activity no. where Total Travel Grant > 0]
						Total	[SUM]	[SUM]	[SUM]

Individual Support

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE SHORT-TERM LTT]

Short-term Learning, Teaching and Training Activities

[Columns 'Funded Duration (days) Virtual Activity', 'Grant per Participant Virtual Activitiy' and 'Grant per Participant Blended Activitiy' for Participants and Accompanying persons are visible IF the sum of BLENDED or VIRTUAL ACTIVITIES> 0]

OID of the Sending Organisation	Name of the Organisation	Country of the Organisation	Activity No.	Field	Participants (Without Accompanying Persons)						Accompanying Persons						Total (Calculated)
					Funded Duration (days) Physical Activity	Funded Duration (days) Virtual Activity	No. of Participants (Without accompanying persons)	Grant per Participant Physical Activity	Grant per Participant Blended Activity	Grant per Participant Virtual Activity	Funded Duration (days) Physical Activity	Funded Duration (days) Virtual Activity	No. of Accompanying Persons	Grant per Accompanying Person Physical Activity	Grant per Accompanying Person Blended Activity	Grant per Accompanying Person Virtual activity	
[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	Funded Duration for Physical act. for the respective activity no. and organisation	Funded Duration for Virtual act. for the respective activity no. and organisation	Count no of participants . for the respective activity no. and organisation	Calculated as Individual Support Physical activity /No of participants	Calculated as (Individual Support Physical +Individual support virtual) /(No of participants physica	Calculated as Individual Support Virtual activity /No of participants	SUM Funded Duration (days) for the respective activity no. and organisation	SUM Virtual activity duration (days) for the respective activity no. and organisation	Count no of acc. persons. for the respective activity no. and organisation	Calculated as Individual Support Physical activity /No of acc. persons	Calculated as (Individual Support Physical +Individual support virtual) /(No of acc persons physical +virtual)	Calculated as Individual Support Virtual activity /No of acc persons	[SUM of Individual support for the respective activity no. organisation]

								l+virtual)								
					Total	[SUM]	[SUM]	[SUM]			Total	[SUM]	[SUM]	[SUM]	Total	[SUM]

[Rules, applicable for both Participants and Accompanying persons:

'Funded Duration (days) Physical Activity' contains the Physical part of all activities (Pure physical and Blended).

'Funded Duration (days) Virtual Activity' contains the Virtual part of all activities (Pure Virtual and Blended).

'No. of Participants' are calculated as a sum of participants from Physical and Virtual activities.

Grants are calculated per type of activity: Physical, Virtual and Blended.]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE LONG-TERM LTT]

Long-term Learning, Teaching and Training Activities

[Columns 'Funded Duration (days) Virtual Activity' and 'Grant per Participant Virtual Activities' for Participants and Accompanying persons are visible IF the sum of BLENDED or VIRTUAL ACTIVITIES> 0]

OID of the Sending Organisation	Name of the Organisation	Country of the Organisation	Activity No.	Field	Country of Destination	Participants (Without Accompanying Persons)						Accompanying Persons						Total (Calculated)
						Funded Duration (days) Physical Activity	Funded Duration (days) Virtual Activity	No. of Participants (Without accompanying persons)	Grant per Participant Physical Activity	Grant per Participant Blended Activity	Grant per Participant Virtual Activity	Funded Duration (days) Physical Activity	Funded Duration (days) Virtual Activity	No. of Accompanying Persons	Grant per Accompanying Person Physical Activity	Grant per Accompanying Person Blended Activity	Grant per Accompanying Person Virtual activity	
[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	[Prefilled from BM] - LTT section	Funded Duration for Physical act. for the respective activity no. and organisation	Funded Duration for Virtual act. for the respective activity no. and organisation	Count no of participants . for the respective activity no. and organisation	Calculated as Individual Support Physical activity /No of participants	Calculated as (Individual Support Physical+Individual support virtual) /(No of participants physical+ virtual)	Calculated as Individual Support Virtual activity /No of participants	SUM Funded Duration (days) for the respective activity no. and organisation	SUM Virtual activity duration (days) for the respective activity no. and organisation	Count no of acc. persons. for the respective activity no. and organisation	Calculated as Individual Support Physical activity /No of acc. persons	Calculated as (Individual Support Physical+Individual support virtual) /(No of acc persons physical +virtual)	Calculated as Individual Support Virtual activity /No of acc persons	[SUM of Individual support for the respective activity no. organisation]

	Total	[SUM]	[SUM]	[SUM]		Total	[SUM]	[SUM]	[SUM]		Total	[SUM]

[Rules, applicable for both Participants and Accompanying persons:

'Funded Duration (days) Physical Activity' contains the Physical part of all activities (Pure physical and Blended).

'Funded Duration (days) Virtual Activity' contains the Virtual part of all activities (Pure Virtual and Blended).

'No. of Participants' are calculated as a sum of participants from Physical and Virtual activities.

Grants are calculated per type of activity: Physical, Virtual and Blended.

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE LTT THAT HAS RECEIVED "LINGUISTIC SUPPORT" FOR ONE OF ITS PARTICIPANTS]

Linguistic Support

OID of the Sending Organisation	Name of the Organisation	Country of the Organisation	Activity No.	Field	No. of Participants (without accompanying persons)	Grant per Participant	Total (Calculated)
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	Count no of participants for the respective organisation and activity no.	Calculated as Total(Calculated)/ No. of Participants	SUM of Linguistic Support Grant for the respective organisation and activity no.
				Total	[SUM]	Total	[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE LTT THAT HAS RECEIVED "Exceptional Costs for Expensive Travel" FOR ONE OF ITS PARTICIPANTS]

Exceptional Costs for Expensive Travel

OID of the Sending Organisation	Name of the Organisation	Country of the Organisation	Activity No.	Field	No. of Participants (including accompanying persons)	Total (calculated)
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	Count no of participants for the respective organisation and activity no.	SUM of Total Exceptional Costs for expensive travel for the respective organisation and activity no.
				Total	[SUM]	[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE PARTICIPANT WITH FEWER OPPORTUNITIES]

Inclusion support for participants

ID	OID of the Organisation	Name of the Organisation	Country of the Organisation	No. of Participants With fewer opportunities in activities	Grant Requested
[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	SUM of Total inclusion support for participants requested for the respective organisation
				Total	[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE PARTICIPANT WITH FEWER OPPORTUNITIES]

Inclusion support for organisation

ID	OID of the Organisation	Name of the Organisation	Country of the Organisation	No. of Participants With fewer opportunities in activities	Grant Requested
[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	SUM of Total inclusion support for organisation for the respective organisation
				Total	[SUM]

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE "EXCEPTIONAL COSTS" RECORD]

Exceptional Costs

ID	OID of the Organisation	Name of the Organisation	Country of the Organisation	Description and Justification	Total Incurred Cost	Total Amount Adjusted
[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	SUM of Total Incurred cost for the respective organisation	Sum of Total Amount Adjusted for the respective organisation
				Total	[SUM]	[SUM]

[WARNING IF TOTAL CALCULATED > 50 000€] : "You have requested a total budget of xx€ for Exceptional Costs. Only 50 000€ are allowed per project"

[SECTION VISIBLE IF THE PROJECT CONTAINS AT LEAST ONE "EXCEPTIONAL COSTS – GUARANTEE" RECORD]

Exceptional Costs – Guarantee

ID	OID of the Organisation	Name of the Organisation	Country of the Organisation	Total Incurred Cost	Total Amount Adjusted (80% of the Total Incurred cost)
[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]- Special Costs section	[Prefilled from BM]0 Special Costs section	SUM of Total Incurred cost for the respective organisation	SUM of Total Amount Adjusted for the respective organisation
			Total	[SUM]	[SUM]

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.

Conditions for the Final report submission

[All conditions are automatically checked when they are fullfield]

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
- Reported Budget is greater than zero, see Budget [Link to Budget screen]
- Organisations of Invited Staff in the project (if any) participate in at least one LTT activity (for KA220-HED projects only)
- 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

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.*