Active Labour Market Measures for Employability

EuropeAid/136526/IH/SER/ME

Guidance on Narrative Reporting for Grant Contracts

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Introduction

The project "Active Labour Market Measures for Employability" (EuropeAid/136526/IH/SER/ME) supports grant beneficiaries with the implementation of their projects that are financed under the Call for proposals „Youth, Women and Long-term Unemployed in the Labour Market" (EuropeAid/137484/ ID/ACT/ME) within the Operational Programme "Human Resources Development" 2012-2013. This document is intended to support them with their reporting requirements.

As a grant beneficiary you need to submit financial and narrative reports, but this document focuses only on the narrative one. There is a separate document – also prepared by our project- dealing with financial reporting, under the title "Guidance on Financial Reporting and Eligibility of Expenditure". Apart from that, we have provided instructions to you on how to prepare your financial reports and on the supporting documents that have to be added. Therefore, we advise you to use both documents when preparing your reports. In addition to both "Guidances", we have also conducted trainings for you on the preparation of financial and narrative reports through two workshops. The information and materials provided during those workshops supplement the Guidelines; together, they form a complete instruction on reporting.

Special thanks of the project team go to the Ministry of Finance - Directorate for Finance and Contracting of the EU Assistance Funds (CFCU) and the Ministry of Labour and Social Welfare (MLSW) for providing their contributions to the development of this document.

Types of Reports

The Call for proposals „Youth, Women and Long-term Unemployed in the Labour Market“ (EuropeAid/137484/ ID/ACT/ME) identifies two types of obligatory reports. These are:

- **Interim reports, and**
- **Final Report**

As you know, the Ministry of Finance - Directorate for Finance and Contracting of the EU Assistance Funds (CFCU) is the Contracting Authority (CA) for this Call, whereas and Ministry of Labour and Social Welfare (MLSW) is responsible for monitoring the project activities, particularly content wise. We will further refer to them as CFCU and MLSW.

The deadlines for submitting reports to the CFCU are:

- within one month after each of four months of implementation for the Interim reports;

and

- within three months after the completion of the project for the Final report.

You as grant beneficiaries are **encouraged to submit your reports earlier** than the set deadlines[1].

When it comes to reporting period - Interim reports will cover periods of four months, while the Final report will cover the complete project implementation period.

In this Grant Scheme the maximum duration of a project is set to 12 months. All grant beneficiaries have chosen for 12 months to implement their actions, so the reporting obligations will be the same for each of them and will consist of:

- 3 Interim Reports, and
- 1 Final report.

The exact dates, however, may vary depending on the contract signature. The table below shows an example of reporting deadlines for a project for which the contract was signed on 2 November 2016.

Date of contract signature	Deadline for submission of first Interim report (period of reporting)	Deadline for submission of second Interim Report (period of reporting)	Deadline for submission of third Interim Report (period of reporting)	Deadline for submission of Final Report (period of reporting)
2 November 2016	2 April 2017 (03 November 2016 – 02 March 2017)	2 August 2017 (03 March 2017 – 02 July 2017)	2 December 2017 (03 July 2017 – 02 November 2017)	2 February 2018 (03 November 2016 – 02 November 2017)

[1] This is especially relevant for the Final report since the late provision of your Final report will result in transferring of funds from EU to state budget. Both the MLSW and the CFCU strongly encourage you to take special care that the activities are implemented and that the post-project services (audit and evaluation (if relevant)) are contracted in timely manner.

Interim Report

In the Interim report you should present the progress of your project to the CFCU in comparison to what you have written in your project application for the given reporting period. You may find the template for the Interim Report in the Application package under the title: Annex G VI_interreport_eng. Do not forget that you are also obliged to provide financial information on your project using the template titled Annex G VI_financialreport_eng. As already emphasised in the introductory chapter, in this Guidance we will deal only with the narrative part of the reporting.

Once you open the template "Annex G VI_interreport_eng" you will find the **general instruction** at the very top of the document. We repeat them here in the first column of the table below, along with the explanation on its meaning in the second column.

General Instruction	What does it mean for you?
This report must be completed and signed by the contact person of the Coordinator.	The contact person who should complete and sign the report is considered: (a) The person you have indicated as the contact person in your application. You may have, however, notified the CFCU of the change of contact person prior to the delivery of the report. In this case the person you indicated in your notification letter can complete and sign the report; **or** (b) The person who signed the Grant Contract, i.e. the authorized attorney - if different than indicated contact person.
The information provided below must correspond to the financial information that appears in the financial report.	Beside the narrative part of the report you need to send the financial report as well. The two parts of the report should correspond to each other. Yet, some discrepancies might appear. The CFCU requires that you present in the financial report only those costs that have actually been incurred and paid. You might have a case in which activities have already started, but the related costs are not yet visible in your financial report. Some typical examples are: • The staff of the Coordinator and his partners engaged as project staff are actually paid for their work in the following, and not in the running month. That means that the costs of these people for month 4 of the

	implementation will be actually paid in month 5 which is not covered by the first interim report. • You have engaged an external consultant to prepare some sort of document (for example analysis, manual, instruction or similar). The contract signed between you and him indicates that the payment will be done only after the document is delivered. The activity might have been completed, but the cost is not yet visible in your financial report. In such cases, be aware that you have to describe all activities executed in the reporting period regardless of the fact that the costs will be paid later. Finally, do not forget to report on activities that did not need any financial means (for example press conferences).
Please complete the report using a typewriter or computer	You have to use the template provided within the Application Package. This template cannot be filled out in handwriting, so adequate technology is necessary.
Please expand the sections as necessary.	The template for reporting indicates which information is expected. You can write as much text as you deem necessary. Only in section 2.1 “Executive summary of the Action” you have to limit yourself to half a page maximum in same lettering (Times New Roman 11).
Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned.	Your contracts do not specify any other address than that of the CFCU. Therefore, you will have to provide the CFCU a hard copy by post or in person of the originally signed report with all supporting documents – related to both content and finance, and in addition to this also an electronic version by e-mail. A copy of this electronic version goes to the MLSW. Although this is not specified in your contract, prepare yourself since the General Conditions (under reporting, article 2, point 2.4) oblige you to provide any information the CFCU asks for at any time, within 30 days of the request, in English.
The Contracting Authority will reject any	It is in your interest to prepare a report of sufficient quality so that it will not be rejected.

incomplete or badly completed reports.	For that purpose it is of crucial importance that you plan sufficient time for its preparation. Do not forget that you need to have all information and supporting documents at your disposal for preparation of the report. Also, do not forget that you have a technical assistance team at your disposal for support. We strongly recommend you to send your draft report through the helpdesk to us for comments and suggestions for improvement.
The answer to all questions must cover the reporting period as specified in point 1.6.	The reporting period you need to specify in point 1.6 will cover exactly four months from the date the Grant Contract has entered into force in case of the first Interim report and in case of the second Interim report, exactly four months from the reporting period specified in the first Interim report.

You can delete the general instructions in the report you will submit (optional), yet you are advised to do it only after the whole report is ready so that you can check at the end whether you have respected all instructions.

According to the general instructions you should include a **Table of contents** in your Interim Report. Unfortunately, the template is not prepared for an automatic insertion of the Table of contents, so you will need to create it. This is not of crucial importance for approving the report, yet it would improve the presentation and enable easier orientation for those who will read your report.

A final requirement is that you insert a **List of acronyms** in the introductory part of the report. Very often acronyms are used instead of full names of the institutions/organisations involved in your project. You can create this list (preferably in the form of a simple table) and update it as you write the report. Make sure that all acronyms used in the report are visible in the list.

The following subchapters follow the Interim Report template sections.

1. Description

In this section you simply provide the basic information on your project. No description is needed. This section is intended to immediately recognise your project for those who will read it.

Instruction/Request	What does it mean for you?
1.1. Name of Coordinator of the grant contract:	Write here only the name of your organisation.
1.2. Name and title of the contact person:	Here you should write the name and the title of the person who can be contacted regarding your report. This is usually an authorized attorney, project manager or project assistant depending

	on the internal organisation of your project team and responsibilities assigned to them.
1.3. Name of beneficiary(ies) and affiliated entity(ies) in the Action:	Here you should list the name of your organisation and those of your partners. None of the grant beneficiaries of the Call for proposals „Youth, Women and Long-term Unemployed in the Labour Market“ have indicated existence of affiliated entities, which mean that you do not have to refer to this.
1.4. Title of the Action:	Simply write here the title of your action only.
1.5. Contract number:	Write here the number of the contract you signed with the CFCU which you will find in your contract (Special Conditions), immediately after the title GRANT CONTRACT - EXTERNAL ACTIONS OF THE EUROPEAN UNION –.
1.6. Start date and end date of the reporting period:	For the first Interim report, the start date of your reporting period is one day after the Grant Contract was signed by your side, i.e. the day the contract has entered into force. The end date is exactly four months from that date. The reporting period of the second Interim report will start one day after the end date of the first Interim report. This period will finish exactly eight months after the grant contract was signed. For example, please see the table in the Chapter "Types of Report".
1.7. Target country(ies) or region(s):	The target country of the Call for proposals „Youth, Women and Long-term Unemployed in the Labour Market“ is Montenegro. If you specified in more details the area of project implementation in your Application Form, you can insert this information here as well to show consistency.
1.8. Final beneficiaries &/or target groups (if different) (including numbers of women and men):	You have indicated target groups and final beneficiaries in your Application Form. Copy/paste them here. Number of women and men can be indicated only if they are known (for example, in projects which target group consists only of women). Namely, if for example your target group has not yet been included in the project, you can not specify the requested numbers. Yet, it is expected that in the majority of cases these

	should be known after four months of implementation.
1.9. Country(ies) in which the activities take place (if different from 1.7):	There is a possibility that you planned some of activities outside Montenegro. A typical example is a study tour. In such cases you will indicate this country here. If all activities take place in Montenegro, you can write "not applicable", "n/a", / or similar.

2. Assessment of implementation of Action activities

2.1. Executive summary of the Action

You should work on this section once the rest of the report is ready. It gives summarised information of most relevant parts of the rest of the text in which you will provide more details. Here, the point is that you present in short the progress made in the reporting period.

Instruction/Request	What does it mean for you?
Please give a global overview of the Action's implementation for the reporting period (no more than ½ page).	Read the rest of the report and summarise here the most relevant information on the progress in implementation of your action in the reporting period.
Referring to the updated logical framework matrix please describe and comment the level of achievement of the outcome(s), if it is relevant at this stage and the likeliness of reaching the final target(s) related to the outcome(s) at the end of the Action.	Whether your log-frame matrix needs changes (if so, you will provide it in chapter 2.3) or not, you are asked here to make observations on the outcomes as defined in it. Make sure you comment only those that are relevant for the reporting period indicating if there were any issues, and the likeliness of reaching them by the end of the project.
Please explain if the intervention logic is still valid and justify any possible change.	The intervention logic refers to the first column of your log-frame matrix having in mind assumptions presented. The intervention logic rarely changes and if so, this is usually a consequence of external factors. If for any reason you think that the intervention logic as presented in your log-frame matrix should be changed, you must present an updated log-frame matrix, with explanations why the initially presented intervention logic is not valid anymore.
Please indicate any modification that should be brought to the logframe matrix and explain briefly why (complete explanation should be	Changes in the log-frame matrix, if any, will be clearly visible in chapter 2.3 and detailed information provided in chapter 2.2. You are

placed in the following section under the relevant level considered (outcomes, outputs, activities)).	asked to only summarise the information in this section of the report.

2.2. *Results and Activities*

This is the section where you are expected to provide many details on your assessment of the progress. In your first Interim report you will compare progress to the initial plan, while in the second Interim report you compare with the updated plan you made in the first Interim report. You should also report on the process of how activities are implemented.

Instruction/Request	**What does it mean for you?**
B. RESULTS What is your assessment of the results of the Action so far? Include observations on the performance and the achievement of outputs, outcomes and impacts and whether the Action has had any unforeseen positive or negative results. Referring to the <u>updated logframe matrix</u> please comment the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period.. Outcome 1 (Oc1) – “<Title of Outcome 1> “ <comment on current status of indicators associated to Oc1 and explain any changes, especially any underperformance; refer to assumptions in the Logframe> Outcome 2 (Oc2) - “<Title of Oc 2>” Output 1.1. (Op 1.1.) (…)	This section refers to your intervention logic you have described in your Application form. You are asked to write here if any of the results foreseen have been achieved in the reporting period. Provide your opinion on that including the facts referring to the relevant outputs, outcomes and impacts. Before you start writing this section, you need to check if your logframe matrix needs changes and/or improvements. If so, change it accordingly and present it in the section 2.3 below and continue providing information on the updated version. Among other things, your log-frame matrix has outcomes and outputs presented. For each of them separately, relevant indicators are shown if the log-frame matrix is complete. You should explain for each of the outcomes and associated outputs the progress achieved during the reporting period referring to the relevant indicators. Changes might occur and it is expected from you to be honest and explain why they happened. In addition, explain if assumptions presented in your application have shown to be realistic, and if not – how you dealt with that in reporting period.
<Following the above assessment of results, please elaborate on all the topics/activities covered and implemented. > B. ACTIVITIES	This section of your report is expected to be extensively elaborated. For each activity presented in your Application form which was in implementation during the reporting period, a description of progress is expected including details on processes implemented. If you have,

Activity 1.1.1. <please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed> (if applicable) <please list any risks that might have jeopardised the realisation of some activities and explain how they have been tackled> (if applicable) Activity 1.1.2. <…>	for example planned to engage 30 members of the target group in the reporting period, you are supposed to explain also what was the interest, what did you do if insufficient number reacted to your call for inclusion in the project or which criteria did you implement to ensure transparency in the process of selection of persons to be involved in the project if the interest was bigger than expected. Refer also to realised risks you identified in your Application form in relation to each of the activities being implemented in the reporting period, but also to risks not identified at the time of preparing your project proposal.

2.3. Logframe matrix updated

The Logical Framework Matrix (or Logframe matrix) sometimes needs to change. This is often happening in the first implementation months and consequently the first interim report in many cases includes an update of the logframe. There are various reasons why this might happen, but very often this is triggered by changes in external factors. For example, official change in the statistical reporting might influence incomparability of baseline and target indicators, the circumstances under which the project was prepared changed in the meantime etc. It is also possible that the grant beneficiary realises the initial logframe matrix is not clear enough and its quality needs to be improved to better serve its purpose.

Instruction/Request	What does it mean for you?
Submit an updated version of the Logframe matrix, highlighting the changes eventually introduced.	Check your logrframe matrix whether it is still valid and whether it can still serve its purpose of management and monitoring tool. If changes are not necessary then write here that no changes were introduced. If the logframe matrix must be adapted, then insert an updated version making the changes visible by highlighting newly introduced text which is added. It is also recommended to visibly cross out the parts you are deleting.
<Please list all contracts (works, supplies, services) above € 60 000 awarded for the implementation of the action during the reporting period, giving for each contract the amount, the name of the contractor and a brief description on how the contractor was selected.>	In this grant scheme, there are no contracts above €60 000. Therefore, you can write “not applicable”, “n/a”, / or similar where this instruction is given.

2.4. Please provide an updated action plan for the future activities of the project

This plan covers the reporting period between this and the next report. The example below shows what the updated plan in the first interim report should look like. It should cover months 5-8 since your first interim report covers months 1-4. In this case, your Application Form contains the original action plan which is the reference for preparing this table. Take that action plan, process the changes that really occurred in the past reporting period and adapt the entire action plan accordingly. Then, copy only months 5-8 to the table. Be aware that change in the time schedule for one activity may influence the time schedule for other activities.

The logic between this and section 2.2 B Activities will be checked. Therefore, if you have described delays in activities that go beyond the period of first four months and haven't shown any changes in planning, questions will be asked. Equally applies to vice-versa situation in which you show change of plan here, but did not describe it under 2.2.B. Also, if you have managed to early implement an activity that would otherwise be presented in months 5-8 in this example, relevant description should be presented in section 2.2 B.

For the second Interim report you do exactly the same with the only difference that you use the updated time-schedule for preparing the table for months 9-12.

	Month				
Activity	5	6	7	8	Implementing bod
Example					*Example*
Preparation Activity 1(title)					Beneficiary or affiliated entity 1
Execution Activity 1(title)					Beneficiary affiliated entity 1
Preparation Activity 2 (title)					Beneficiary affiliated entity 2
Etc.					

3. Beneficiaries/affiliated entities and other Cooperation

This chapter is dedicated to a presentation of your cooperation with various actors relevant to your project. Sustainability of local initiatives always depends on a proper recognition of which problems need to be solved and/or recognition of the benefit the project might have for the community. Synergy with other initiatives and building on previous actions can significantly influence the impact the project will have, be it positively or negatively. The CFCU, as well as MLSW, wants to understand how the project environment reacted to the project and what has been done to ensure that the project complies with your previous or other interventions in a similar field – in this case related to your project area, your target group(s) and employability in general.

3.1. How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the Coordinator or the affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.

The beneficiaries in this section are the Coordinator and his partners. Therefore, you are asked to describe here how the cooperation between you and each of your partners worked in the reporting period. It is not sufficient to just indicate that the cooperation was good or not satisfactory, but to provide details that prove your assessment. Also, it has to be noted that you are not asked to exclusively write on cooperation as stated in your Application Form, but also to explain if any of the partners supported the project over and above what was presented in the Application and how this was done. Similarly, if there are any obstacles to good cooperation or issues in implementation due to any of the partner's lack of commitment you should explain it here, as well as your reaction to this particular situation.

None of the grant beneficiaries in this grant scheme have indicated the existence of affiliated entities. Simply write down this fact in this section.

3.2 How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action?

State authorities might have significant influence on your project even if they are not directly involved. In many cases, State authorities might provide documents, data or information on target groups, be in charge of various licencing, certification of relevant knowledge acquired during the project implementation or similar. It is expected from you to describe how these authorities related to project activities in the reporting period - if at all.

In this grant scheme, the Employment Agency of Montenegro (State body) might even be directly involved in project implementation as a Coordinator or a partner. If that is the case in your project, you might provide short information and refer to the previous chapter.

The Ministry of Labour and Social Welfare (MLSW) is the body responsible for the relevant priority/measure of the Operational Programme for Human Resource Development. As such, it is in charge of monitoring your project and also has the task to support you with content-related matters. Therefore, you are recommended to describe your view on the cooperation with them in the reporting period.

3.3 Where applicable, describe your relationship with any other organisations involved in implementing the Action:

- ***Associate(s) (if any)***

  Some of the projects under this grant scheme indeed have associate(s) involved. If this is not the case with your project, simply write here that no associates were foreseen in your action. If you do have associates, present their contributions to project implementation during the reporting period. If you had no need to cooperate or did not even communicate with the associate during the reporting period, honestly present this information. You should remember, however, that the associate(s) should at least be kept informed about the project progress during the entire implementation period, and not only contacted when their involvement is needed.

- ***Contractor(s) (if any)***

The Contractors are particularly important for any grant project simply because they deliver things to the project that the Coordinator and his partners cannot deliver themselves. If for any reason the delivery of equipment is delayed, this may negatively influence the entire time plan of the project, for instance because you cannot start activities for which you need that equipment. Describe such situations clearly! If you have planned the delivery of services (for instance a study, an analysis, a manual or similar) by one or more external contractors, delays can even be more problematic. In order to avoid this, but also in order to make sure that the quality of the products of the external contractors is good enough for you to work with, it is crucial that you have regular contact with them while they are working. In your interim report, you must give a detailed description of your cooperation and communication with external contractors, and report any difficulties you have encountered.

- ***Final Beneficiaries and Target groups***

The target groups are the reason for existence of your project. Success or failure of your project depends on their willingness to participate in it, not only once, but during the entire period of implementation. You are, therefore, invited to explain here how you have interacted with the target groups during the reporting period and how you have adapted your project to better match their needs, if there was a need to do so.

Final beneficiaries are per definition only partly involved in the project activities; yet, a good interaction with them may greatly contribute to the success of your project. Make sure you provide information on any such case, if existing.

- ***Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)***

Often there are third parties who are not directly part of the project, but they anyway support it by making it more visible, more cost-efficient or in other way easier to implement. You might get free use of facilities for (additional) activities, you might get support in reaching your target groups, you might be supported to make your project more visible, you might get co-financed from sources not initially foreseen etc.

If anyhow third parties were involved in your project, you are asked to describe this involvement here.

3.4 Where applicable, outline any links and synergies you have developed with other actions.

It can be expected that other projects or interventions in the same geographical area or in the same sector are running in parallel with your project. A good coordination of activities may bring more benefit to the target group(s) than each of the projects would achieve separately. If you have indeed had the opportunity to cooperate with other action(s) to the benefit of your target group(s), the description of this cooperation would be appreciated. If such cooperation did not occur, inform the CFCU that it is not the case.

3.5 If your organisation has received previous EU grants in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).

Please, pay attention to the fact that this question refers to the same target group and only to EU grants. If your previous grant was not financed by the EU, or if it was but the target group was different, simply indicate that it is not applicable to your project.

Since this is the first EU grant scheme in the area of employability focused specifically on Montenegro, it is not very likely that this question is applicable to your project. It would surely be expected that any future projects build upon the experience you have gained under this grant scheme.

Yet, it surely is possible that you have received an EU grant in the past (be it as Coordinator or as partner) in which you dealt with similar problems of the same target group(s). Then it is likely that you have used for the preparation or implementation of this project your experience and lessons learned in the previous one. You might have, for example, prepared a study on employability of youth in a specific area in the previous action and you have used this information to better match the project activities with the problems of the target group(s).

4. Visibility

The European Union is a donor to your project. It is highly important for the EU to show transparency in spending tax payers' money. Moreover, it is a political priority and each project having received EU funding is obliged to contribute to the general awareness on EU contributions. For this reason, you have been asked to produce a Communication and Visibility Plan and you were given the possibility to include visibility costs in your budget. We advise you to take this aspect of your interim report very seriously.

Instruction/Request	What does it mean for you?
How is the visibility of the EU contribution being ensured in the Action?	Here you write down all available information on activities you performed to ensure project visibility during the reporting period. You may have produced project brochures or leaflets, organised media conferences. You will need to annex to the interim report a sample of the materials prepared and distributed. If you have created a profile on facebook or a web page, please add the links. You may also have used the opportunity to promote your project (and the EU contribution to it) in events organised by others (for example radio shows, TV or newspaper interviews or information, participation at conferences etc.). Please provide as much as possible information, by describing the events, dates, public etc. Always add proof to the report (press-clips, presentations, press releases etc.).
The European Commission may wish	It is expected that an organisation/institution such as

to publicise the results of Actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.	yours would be happy to show the results of its actions to a wider public, as often as possible. Yet, if by any chance you object to publishing your report on the EuropeAid website, you need to state so and explain the reason of your objection.

Finally, at the end of the Interim report you will be asked to provide:

(a) Name of the contact person for the Action – it should correspond to the information provided under 1.1:
(b) Signature - the contact person has to sign the report at this place;
(c) Location – indicate the municipality in which the report was prepared – location of the project office;
(d) Date report due – write here the deadline for submitting the report;
(e) Date report sent – write here the date when you (plan to) send the report.

Final Report

The Final report is submitted at the end of the project and describes the complete project implementation period. The deadline for submitting it is 3 months after the project implementation is concluded. The chapter "Types of Reports" gives an example how to calculate when the final report is due to be submitted.

The majority of the guidance provided under the chapter "Interim Report" is equally valid for the Final report, so there will not be a repetition in this chapter. Yet, you need to have all the time in mind that the **Final report covers the entire implementation period**. Therefore, the explanations here will only indicate which parts are newly introduced in the Final report in comparison with the Interim report.

Part of the Final report	What is a new request?	What does it mean to you?
General instruction	Please do not forget to attach to this report the proof of the transfers of ownership referred to in Article 7.5 of the General Conditions.	Any asset with a value above 5000 EUR you purchased from the project budget for use by target groups or final beneficiaries after the project implementation needs a written confirmation that it was actually transferred. There is a special form for this in the Application Package called "Transfer of ownership of assets". (Annex GIX_transferassetsownership_eng). Both you and the organisation/institution receiving the asset need to sign (and stamp) this document once properly filled in.
2.3.	Describe if the Action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the Action?	In case of this grant scheme, the donor would specifically be interested if you would provide any further support to members of your project target group(s) or if you plan to repeat the same or similar activities with other target groups. Perhaps you have created a specific training programme that could be used again, possible with some adaptation. Write here about such plans and indicate the sources of financing. In your Application form, you have described how sustainability will be ensured. You should check whether the (then) foreseen sustainability is still valid and refer to that.
2.4.	Submit an updated Logframe matrix, highlighting the changes. When the planning has included milestones (intermediary target values), the updated logframe	You are asked here to provide the final version of your logframe if any changes occurred. In that case, highlight the changes. If there were no changes, say so.

	matrix should allow to compare the achievements at the date of the reporting with the corresponding values in earlier reports (when relevant) and with the corresponding milestones and final target.	Regarding milestones, none of the Applications have included explicit milestones as defined in the left column. Therefore, you can ignore this request.
2.5.	Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, democracy, good governance, children's rights and indigenous peoples, environmental sustainability and combating HIV/AIDS (if there is a strong prevalence in the target country/region).	Here, you should give detailed information on each of the cross-cutting issues relevant to your project. How did you work on them, what were the results, which evidence is there for these results? Some cross-cutting issues are not dealt with in your project; this is normal and you can just state that in the report. General statements – for instance that you "paid attention to cross-cutting issues" are undesirable.
2.6.	How and by whom have the activities been monitored/evaluated? Please summarise the results of the feedback received from the beneficiaries and others.	Refer to your Application to see what you have promised in terms of regular monitoring. Describe clearly what and how you have monitored during the project. Refer to your Application to see what you have promised in terms of evaluation. Perhaps you have reserved budget for an external evaluator? His/her report should be available when you write the final report, and you should copy the main evaluation conclusions in the final report. Often, during project activities with the target groups (such as training), the participants are asked to fill out an evaluation of the event. Provide here overall information on such activities and the results.
2.7.	What has your organisation or any actor involved in the Action learned from the Action and how has this learning been utilised and disseminated?	It is almost inevitable that during the project you and your partners learned from experience working on project materials and/or directly with the target group. In many ways, you might have used that "new knowledge" to improve the project implementation or other processes you are involved in, but also that you shared it with others. If that was the case, describe it here. It is also possible that the new knowledge came from the external exerts you engaged in the project and that the materials they prepared are

		shared with people and organisation in your network, for instance through your web-page or through presentations.
2.8.	Please list all materials (and number of copies) produced during the Action on whatever format (please enclose a copy of each item, except if you have already done so in the past). Please state how the items produced are being distributed and to whom.	You are asked here to make a list of everything you have actually produced – from simple leaflets to training programmes, manuals etc. Even if you have not printed it, but prepared it only in electronic form, the information needs to be presented here. For each of materials, information on the number of copies distributed shall be provided, as well as to whom did you distribute it. You are advised to present this information in bullet-points or in a simple table. One copy of each material produced since the last Interim report has to be submitted with the final report. Materials produced and submitted earlier don't have to be re-sent unless specifically requested by the Contracting Authority.
3.2.	Is the above agreement between the signatories to the grant contract to continue? If so, how? If not, why?	Here you are asked to write whether you will continue to cooperate in the future with your project partners. You should explain how certain this is and in which fields you plan to cooperate. Also, give information on how this will be financed. Of course, if you don't plan further cooperation, just say "no", but give a supporting argument for your decision.
3.7.	How do you evaluate cooperation with the services of the Contracting Authority?	For all projects under this grant scheme the CFCU plays the important role of Contracting Authority. You should describe here whether the mutual communication was satisfactory to you, whether and how you were supported when you asked for their support, whether they answered your questions and requests within a reasonable period of time, whether your visibility materials were appropriately checked and approved upon your request etc.
5.	Location of records, accounting and supporting documents Please indicate in a table the location of records, accounting and supporting documents for each Beneficiary and affiliated entity entitled to incur costs.	You are asked to create a simple table which will show the places (addresses) where you keep the documents in question. This not only concerns the records and documents in your archive, but also those in the archives of your partner(s). None of the grant beneficiaries of this grant scheme indicated existence of affiliated entities. It means that you don't have to refer to affiliated entities.