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| logo_ec_17_colors_300dpi | EUROPEAN EDUCATION AND CULTUREEXECUTIVE AGENCY (EACEA)EACEA A: Erasmus+ and EU Solidarity Corps**A2: Skills and Innovation** |

**Erasmus+ Programme**

**KA3 – Support for Policy Reform**

**Civil Society Cooperation in the field of education and training**

**(Lot 1)**

**Beneficiary's Name: …………………….**

**Beneficiary's acronym:…………………..**

**Specific Grant Agreement N°: …..-EPP-1-2021-1-...-EPPKA3-CSC-EDU**

**Final Report**

**Operating grant 2021**

Reporting period: from 01/01/2021 to 31/12/2021

*This organisation has been funded with support from the European Union.*

*This report reflects the views only of the author and the Executive Agency/European Commission cannot be held responsible for any use which may be made of the information contained therein.*

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| GENERAL INFORMATION  |  |
| **Registered address of the organisation:** |
| Street and number: |
| Town: |  |
| Country: |  |
| Website: |
| Telephone: |  |
| Fax: |  |
|  |  |
| **Contact person:** |  |
| Family name: |  |
| First name |  |
| Role in the organisation: |  |
| E-mail address: |  |

Address (if different from the registered of the organisation):

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| --- |
| Street and number: |
| Town: |  |
| Country: |  |
| Website: |
| Telephone: | : |
| Fax |  |

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| **Legal representative:** |  |
| Family name: |  |
| First name |  |
| Role in the organisation: |  |
| E-mail address: |  |

Address (if different from the registered of the organisation):

|  |
| --- |
| Street and number: |
| Town: |  |
| Country: |  |
| Website: |
| Telephone: |  |
| Fax: |  |

**OPERATIONAL PART**

**A. PUBLIC PART**

**A.1. Relevance of the activities implemented to the objectives of the action and to the strategic plan**

Please describe how the activities implemented during the reporting period are relevant to:

* the general and specific objectives of the civil society call for proposals

EACEA 26/2017*;*

* the objectives defined in your strategic plan

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| *Please enter your text here* |

**A.2. Work programme activities and outcomes**

Please describe the achievements and results for the reporting period by also providing detailed information on the members' involvement.

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| *Please enter your text here* |

**A.3. Dissemination and exploitation of results**

Please describe how results during the reporting period:

* have been processed to your stakeholders;
* have created a multiplier effect among a wider audience;
* have been used by policy makers, at local, regional, national and European level

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| *Please enter your text here* |

**A.4. Impact and sustainability**

Please describe:

* which indicators were identified by your organisation to measure impact;
* the internal monitoring strategy put in place.
* the medium/long term sustainability of your organisation.

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| *Please enter your text here* |

**B. CONFIDENTIAL PART**

**B.1 Implementation of work programme activities**

Please present a detailed description of implemented activities by filling the table below.

You are invited to list the activities of your work programme in the same order as in your application.

| **Activity N**°(*insert n° of activities)* |
| --- |
| **Date (dd/mm/yyyy)** | **Number of participants** | **Activity fully accomplished** | **Activity partially accomplished** | **Activity not accomplished** |
| **Start**  | **End**  |
| *(dd/mm/yyyy)* | *(dd/mm/yyyy)* | *[x]* | *[x]* | *[x]* | *[x]* |
| **Activity Venue** |
| *Please enter your text here* |
| **Type of the activity:** Please briefly describe the activity. If the activity proposed is, or includes, a **statutory meeting**, please indicate here, under "type of the activity". |
| *Please enter your text here* |
| **Field or Subject:**Please clearly define the field or subject of the activity. |
| *Please enter your text here* |
| **Members taking part:**Please list the members taking part in the activity and briefly describe their contribution to the activity. |
| *Please enter your text here* |
| **Target Group:**Please clearly define the target group of the activity. |
| *Please enter your text here* |
| **Results achieved:**Please clearly detail the main results achieved. |
| *Please enter your text here* |
| **List of products/results:**Please list all products/results linked to this activity and annexed to the report. |
| *Please enter your text here* |
| **Deviations (if any) from the initial planning (activities/deliverables) and implemented solutions:**If applicable, please clearly explain any deviations from the work programme included in the application. |
| *Please enter your text here* |

**B.2 Operating management of the organisation**

**Staff**

Please provide names and contacts of the full time equivalent (FTE) personnel for the reporting period concerned.

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**Statutory activities**

Please provide the list of the statutory meetings, including meetings' objectives, dates, venues and number of participating members' organisations.

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**Internal Communication**

Please describe any means of interaction, communication and networking within your organisation.

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**Information about the evolution of the organisation**

Please explain - if relevant - any changes in the statutes, new members, address, new staff and organisation chart, etc.

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| *Please enter your text here* |

**Other supplementary information and comments** (if applicable)

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| *Please enter your text here* |

**FINANCIAL PART**

**FINANCIAL STATEMENT**

Please provide the financial reporting for the period concerned by filling in the table below.

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| --- | --- | --- | --- | --- |
| **Number of staff (FTE) hired in 2021** | **Number of statutory meetings held in 2021** | **Total EU grant requested** | **Pre-financing already received** | **Balance payment requested** |
| *[x]* | *[x]* | *[x]€* | *[x]€* | *[x]€* |

N.B. Unit costs:

* for **personnel,** the **unit cost** is **EUR 12.925,00**
* for **statutory meetings,** the **unit cost** (ENGOs/ EU-wide networks) is **EUR 18.216,00**

The following supporting evidence is also required:

**For Staff:**

At least one of the following supporting documents proving that the staff(s) worked FTE for the association from 01/01/2021 until 31/12/2021:

• Employment contract(s) or

• Payslips or

• Time sheets or

• Document from the Social Security attesting the payment from the employers of the social contributions.

**For Statutory meetings:**

• Agenda

• Signed participants list

**DECLARATION OF HONOUR BY THE BENEFICIARY**

**Specific Grant Agreement N°:…..-EPP-1-2021-1-...-EPPKA3-CSC-EDU**

I, the undersigned, …*(name of the Legal Representative),* authorised to represent…( *beneficiary's name)*  , hereby declare that the information contained in this report is full, reliable and true.

In particular, I certify that the Financial Statement, enclosed in this report, properly reflects the financial transactions made for the organisation's operating costs, in accordance with the provisions of the Framework Partnership Agreement and of the Specific Grant Agreement and the related Annexes signed with the Education, Audiovisual and Culture Executive Agency. I confirm that full supporting documentation is available for checks and audits.

In accordance with the terms of the Specific Grant Agreement, I herewith request the payment of the balance (total operating grant awarded – pre-financing already paid), which is **EUR ………………**

Signed in:       on    /    /

*Signature of the beneficiary's legal representative*

Name of the organisation

*Name and function of the legal representative*