

**PROGRESS REPORT**

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| **Erasmus+: *KA3 – Support for Policy Reform***  **European Youth Together** |

**Grant Agreement No. 2020-6XXXXX**

*Please insert the reference as indicated in your Grant Agreement*

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| **Part A. PROJECT DESCRIPTION** |

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| A.1. Project information | | | |
| **Project reference number** |  | | |
| **Project title** |  | | |
| **Project acronym** |  | | |
| **Project start date** |  | **Project end date** |  |
| **Coordinating organisation** |  | | |
| **Partner organisations** |  | | |

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| **A.1.1. Coordinating Organisation** | | | | | | |
| Full name: | | |  | | | |
| Address: | | |  | | | |
| Internet address: | | |  | | | |
| Telephone: | | |  | | Fax: |  |
|  | | | | | | |
| **A.1.2. Legal Representative** | | | | | | |
| Title: | *Mr/Ms* |  | | | First name: |  |
| Position: | |  | | | | |
| E-mail: | |  | | | | |
| Telephone: | |  | | | | |
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| **A.1.3. Person responsible for handling the progress report (contact person)** | | | | | | |
| Title: | *Mr/Ms* |  | | First name: | |  |
| Position: | |  | | | | |
| E-mail: | |  | | | | |
| Telephone: | |  | | | Fax: |  |

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| **PART B. PROJECT IMPLEMENTATION** |

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| **B.1. Summary of the project implementation** |

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| B.1.1 Please indicate the period covered by this report |
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| B.1.2 Please provide an overall summary of project implementation to date |
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| **B.2. Report of activities** |

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| B.2.1 Objectives and priorities |
| *Please describe how your project has achieved the objectives indicated in the application so far.* |
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| B.2.2 Description of the implemented activities |
| *Please describe (a) the implemented activities overall; (b) planning and implementation of youth exchanges (if any)* |
| *(a)* |
| *(b)* |

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| B.2.3 Team involved in the project and their role |
| *Please describe the project team and the allocation of tasks.* |
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| B.2.4 Partnership Management |
| *Please explain how each partner has contributed to the project activities so far and what changes (if any) have been made compared to the original project proposal.* |
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| B.2.5 Impact and dissemination measures |
| *Please describe how you are raising awareness of the project, which groups and audiences you are addressing and how you have changed, adjusted and/or extended your strategy compared to your original project proposal. Please indicate any impact you have achieved to date as well as anticipated impacts over the project lifecycle.* |
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| B.2.6 Changes in relation to the application |
| *Please provide an overview of changes between your original proposal and the current state of play for the project in terms of timetable, partners, participants and activities. Please also provide the reasons for these changes.* |
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| B.2.7 Lessons learned and recommendations |
| *Describe any lessons learned, difficulties you have encountered to date when implementing your project. Give any recommendations that might be useful for future projects and/or EU policy makers.* |
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| **Part C. Budget** | | **All items in euros** | |
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| **C.1. Financial statement on the grant** | | |
|  | Total amount | |
| Eligible grant (as in your Grant Agreement) |  | |
| 1st Pre-financing payment: already received from the Erasmus + Programme - European Youth Together |  | |
| Grant already spent (date as of today) |  | |
| **2nd Pre-financing payment: further payment requested under Erasmus + Programme** - European Youth Together |  | |

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| **Checklist and signature** |

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| What documents to provide? |
| The progress report must include the following documents:  This **report** form duly completed, dated and signed by the legal representative  **Financial statement** duly completed, dated and signed by the legal representative (see template) |
| **Where to send the progress report?** |
| **Electronic version**: The electronic documents duly signed by the legal representative and scanned must be sent by email to [EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu) |

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| Signature of the legal representative | | | |
| *I the undersigned hereby certify that all information and financial data contained in this progress report are full, real, accurately recorded and eligible in accordance with the Grant Decision/Agreement.*  *The beneficiary allows the European Commission and the Education, Audiovisual and Culture Executive Agency to make available and use all data provided in this report for the purposes of managing and evaluating the Erasmus+ Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.*  *Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Education, Audiovisual and Culture Executive Agency. Data subjects may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.* | | | |
| **Beneficiary** | | | |
| Name, stamp if available: |  | | |
| **Legal representative** | | | |
| Name in capital letters: |  | | |
| Place and date: |  | Signature: |  |