**EUROPE FOR CITIZENS**

**Democratic engagement and civic participation**

**sub-programme**

**FINAL REPORT form**

1. **GENERAL INFORMATION**

**1.1. General data**

*Prefilled (uneditable)*

1. **CONTRACTUAL DATA**

**2.1 Dates and beneficiaries**

*Prefilled (uneditable)*

**2.2 Legal Representative**

*Prefilled (uneditable)*

**2.3 Contact person**

*Prefilled (uneditable)*

1. **PROJECT SUMMARY**

**3.1 Short description of the project's results in English, French or German**

*Please provide a short description of the main activities and results/achievements of your project, including the topics covered, the countries involved and the number of direct and indirect project participants.*

*Please note that this information can be used for publication purposes.*

|  |
| --- |
| *Max 4000 characters*  |

**3.2 Description**

3.2.1 Impact and Citizen Involvement

*Please indicate:*

*- what do you consider to be the most important achievement(s) and the biggest challenge(s) for the project?*

*- in which way the programme priority(ies) was/were tackled? How did you manage to involve the participants in the debates on this/these topic(s)/priorities)?*

*- did your project generate or contribute to generate any policy initiative at local/regional/EU levels?*

*- how do you see the future of the project and its partnership?*

|  |
| --- |
| *Max 3800 characters*  |

3.2.2 Direct testimonies from project participants

*Please share some testimonies/stories from project participants collected during the event.*

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| --- |
| *Max 3800 characters*  |

3.2.3 Key message(s) of citizens involved in the project

*What was/were key message(s) of citizens involved in the project? If possible, please summarize it in one sentence.*

|  |
| --- |
| *Max 3800 characters*  |

3.2.4 Description of implemented activities

*Please describe the implemented activities and the methods used.*

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| --- |
| *Max 3800 characters*  |

3.2.5 Changes in relation of the original application

*Please describe the changes and the reasons for these changes, if any.*

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| --- |
| *Max 3800 characters*  |

3.2.6 Dissemination and visibility of your project

*Please indicate:*

*- how the visibility of the project and the dissemination of projects' results were ensured;*

*- types/number of communication tools produced by the project, if any (please provide the link to those tools)*

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| *Max 3800 characters*  |

3.2.7 Visibility of the Europe for Citizens Programme

*Please explain how the visibility of the Europe for Citizens Programme was ensured and list any outcome produced within the project displaying the EU flag and acknowledging the support received within the Programme.*

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| --- |
| *Max 3800 characters*  |

3.2.8 Additional information

*Please provide any additional information, observations or recommendations that may be useful for future projects*

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| --- |
| *Max 3800 characters*  |

1. **STATISTICS**

**4.1 Direct participants**

*Number of direct participants from partners municipalities/organisations*

**4.2 Indirect participants**

*Number of people indirectly reached*

**4.3 Other information**

4.3.1 Activities of the project:

*Please add the project start and end dates*

4.3.2 Venues of the activities

*Please add the country and the city*

4.3.3 Information template

Direct link to the webpage of the municipality where the duly filled out *Information template* is located/published. Reminder: the acceptance of the Final Report is conditioned upon the publication of the information template with project-related information.

*- Please indicate the website of the Commune/Municipalities where the filled 'Information template' on the implemented activities is published;*

 *- Please publish on the website at least 3 pictures of the project: if you could summarize the project in 3 pictures what those would be?*

4.3.4 Citizens' understanding of the EU:

To which extent your activities have increased the citizens' understanding of the EU?

VERY GOOD – GOOD – A LITTLE – NOT AT ALL

Please give an example

|  |
| --- |
| *Max 3800 characters*  |

4.3.5 Short description check

|  |
| --- |
| * I hereby confirm that the information provided under the "Short description of the project's results" is written in EN, DE or FR and clearly indicates the main results/achievements of the project, topics covered, countries involved, number of direct/indirect participants.

 I am aware that this information can be used for publication purposes. |

4.3.6 Duty to keep documents/obligation to provide information check

|  |
| --- |
| * I hereby confirm that I'm aware about contractual obligations set out in the Articles n° 27.2 and n° 27.3 of General Conditions to keep all original documents for a period of 5 years starting from the date of payment of the balance. Therefore, the evidences of the project implementation (e.g. participants lists and/or photos and/or catering & travelling invoices and/or boarding passes and/or any other proves) have been kept and will be provided upon request in the context of checks and audits.
 |

1. **FINANCIAL SHEET**

**5.1 Final Grant requested**

|  |  |  |
| --- | --- | --- |
|  | Contractual  | Declared  |
| Executive Agency EACEA | *Prefilled (uneditable)* | *Prefilled (editable)* |

Budget check

* Amount(s) in the column "Declared" are correct.

*The amount indicated in the column "Declared" must match with the "Amount of the Grant" of the Grant calculation sheet (ANNEX 2).*

1. **ATTACHMENTS**
* ANNEX 1
	+ Declaration on Honour
* ANNEX 2
	+ Financial Final Report - Grant calculation sheet
* ANNEX 3
	+ Project's pictures (if you could summarize the project in 3 pictures what those would be?). Please note that these pictures might be used for publication purposes – Picture 1

*- if possible please provide good size pictures*

* ANNEX 4
	+ Picture 2
* ANNEX 5
	+ Picture 3

1. **SUBMISSION**

*Please click here to submit the eReport.*