|  |  |
| --- | --- |
|  |  |

Final Report

**EUROPE FOR CITIZENS**

**Action 1, Measure 1.1**

The final report should be submitted within 60 days of the end of the project period, except if stated otherwise in the grant decision. The final report includes a **narrative section** on the carrying out of the project. A list of the invited participants must be enclosed as part of the report. Please provide a separate list for each invited town certified by the legal representative of the host and invited towns.

|  |  |
| --- | --- |
| **Programme** | *Europe for Citizens* |
| **Sub-programme** | *n/a* |
| **Programme Guide** | *Europe for Citizens* |
| **Action** | *Action 1: Active Citizens for Europe* |
| **Sub-Action** | *Measure 1.1: Town twinning citizens ' meetings* |
| **Reference number of the project**  (as indicated in the Decision) |  |
| **Project title** |  |
| **Project acronym** |  |

|  |  |
| --- | --- |
| **Part A. Identification of the beneficiary** | |
| **A.1 ORGANISATION** | |
| Full name of the organisation |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part B. Description of the project** | | | | | | | | |
| **B.1 Timetable of the project** | | | | | | | | |
| *Please indicate the total duration of the project from preparation to evaluation.*  **Project start date: / / Project end date: / /** | | | | | | | | |
| **B.2 Venue(s) of the activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **B.3 Participants** | | | | | | | | |
| **Name of the**  **organisation** | **Country** | **Participants by target group (number)** | | | | | | **Total number of participants** |
| **Distribution by age group** | | | **Disadvantaged participants** | **Women** | **Men** |
| **‹30** | **30-65** | **›65** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** | | | | | | | |  |
| **B.4 Description of the activities.** *Please indicate the implemented activities and the methods used* | | | | | | | | |
|  | | | | | | | | |
| **B.5 Eventual changes of the original application.**  *Please indicate the reasons for eventual changes between your initial application and the activities finally implemented in terms of timetable, partners, participants and activities.* | | | | | | | | |
|  | | | | | | | | |

|  |
| --- |
| **Part C: Project implementation** |
| **C.1 Objectives and priorities** Describe how your project achieved the objectives (general and specific) planned in the original application. |
|  |
| **C.2 Impact of the project**  *Please indicate the impact of the project on the target groups and the possible future development of sustainable cooperation*  *networks.* |
|  |
| **C.3 Visibility and follow-up of the project**  *Please indicate the results achieved in raising awareness of the project among the general public and how their dissemination has been ensured.* |
|  |
| **If one or more of the communication tools below have been used in the project, please indicate the number of copies produced, the content, and the format.**  Publications  DVD/CD-ROM  Website  Media / TV/ Newspapers / Radio |
| **C.4 Additional information**  *Give any additional information, observations, comments or recommendations that may be useful for future projects. Describe*  *specific difficulties you encountered in implementing your project.*  *.* |
|  |
| **C.5 Quality of the project**  *Please indicate whether your project can be considered as "best practice" and / or if it has any innovative actions and provide the arguments.* |
|  |
| **C.6 Budget** (to be calculated on the basis of flat rates as per the "Europe for Citizens" programme guide, Annex III).  *The flat rate system is exclusively based on number of invited participants (fixed per "tranches") and number of days.*  *"Invited participants" are international participants sent by the eligible partner/s.*  *In order to receive the final payment, the minimum number of invited participants (25) must be respected.* |
| Number of invited participants taken part in the event:  Number of days (duration of the event):  **PAYMENT REQUESTED (€):** |

|  |
| --- |
| **PART D: Implemented work programme** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | | Type of activity | Venue of the activity | Content  (short description) | Quantity  (number of participants, of copies, etc.) | Results achieved |
| Start | End |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **PART E: Declaration** |

|  |  |  |  |
| --- | --- | --- | --- |
| I the undersigned hereby certify that all the information and financial data contained in the final report n° ............... are accurate, correct and exact.  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 Europe for Citizens Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) No 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 : |  | | |
| Legal representative | | | |
| Name in capital letters: |  | | |
| Place, date : |  | Signature : |  |