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## Context

### Project details

[Fields in the below tables are filled in by the system and not editable, unless otherwise specified]

Beneficiary organisation	[Organisation name (no standard format)]
Beneficiary organisation OID	[Applicant organisation OID]
Project code:	[Project code]
Project title:	[Project title]
Action type:	[Action Type label + code in brackets]
Field:	[Field, e.g. 'Adult education']
Project Start Date	[DD/MM/YYYY]
Project End Date	[DD/MM/YYYY]
Project Duration Extension (in days) [If Project does not have extension this row is not visible]	[Prefilled from BM]
Grant awarded:	[Awarded grant in last GA version]

National Agency receiving the report:	[Owner NA of the project] [AGENCIES APPLICABILITY]
Language used to fill in the form:	[Language]
Date of submission [Date of submission only for PDF generation, IF Report is not submitted row is not visible]	[DD/MM/YYYY hh:mm:ss (time location)]

### Project Summary

Please summarise the information about your project in form of short answers to the following questions.

Please use full sentences and clear language. The provided summary will be made public by the European Commission and the National Agencies.

**Background:** Why did you apply for this project? What were the needs you have addressed?

[MANDATORY]

[Max 1250]

**Objectives:** What did you want to achieve by implementing the project?

[MANDATORY]

[Max 1250]

**Implementation:** What activities did you implement in your project?

[MANDATORY]

[Max 1250]

**Results:** What were the concrete outputs and other results of your project?

[MANDATORY]

[Max 1250]

[SHOW THE FOLLOWING FOUR QUESTIONS IF LANGUAGE IN REPORT IS NOT ENGLISH]

Please translate your replies **to English**.

English translation: Why did you apply for this project? What were the needs you have addressed?

[MANDATORY]

[Max 1250]

English translation: What did you want to achieve by implementing the project?

[MANDATORY]

[Max 1250]

English translation: What activities did you implement in your project?

[MANDATORY]

[Max 1250]

English translation: What were the concrete outputs and other results of your project?

[MANDATORY]

[Max 1250]

## Project description

In this section you are asked to give information about the objectives and topics addressed by your project;

Most relevant horizontal or sectoral priority according to the objectives of your project as defined at application stage.

[MANDATORY - Prefilled from PMM and read-only]

Did your most relevant priority change since application stage?

[BOOLEAN] [MANDATORY] [Default option = NO]

YES

NO

[IF YES, next question is visible and mandatory]

[SHOW 2023 HORIZONTAL PRIORITIES, AND SECTOR SPECIFIC PRIORITIES **ACCORDING TO THE SELECTED FIELD**, LISTED IN ALPHABETICAL ORDER]

[U1] What was the most relevant horizontal or sectoral priority according to the objectives of your project?

[PRIORITIES] [MANDATORY, IF VISIBLE] [MAX 1 CHOICE]

[IF YES, next question is visible and mandatory]

Please explain why the above selected priority is different from the one in the application.

[MANDATORY]

[MAX1250]

Other relevant horizontal or sectoral priorities addressed by your project as defined at application stage.

[CCM2 PRIORITIES] [OPTIONAL (As it is optional also in PMM) - Prefilled from PMM and read-only]

Z komentarzem [SOM(E1): New field to be added in PMM endpoint [EACPM-18145](#)

Did your other relevant priorities change since application stage?

[BOOLEAN] [OPTIONAL] [Default option = NO]
YES
NO

[IF YES, next question is visible and mandatory]

[SHOW ALL 2023 HORIZONTAL PRIORITIES, AND SECTOR SPECIFIC PRIORITIES **REGARDLESS OF FIELD**, LISTED IN ALPHABETICAL ORDER]

[NEW BUSINESS RULE TO CHECK THAT THE SAME PRIORITY IS NOT SELECTED IN BOTH THE FOLLOWING QUESTIONS: "WHAT WAS THE MOST RELEVANT HORIZONTAL OR SECTORAL PRIORITY ACCORDING TO THE OBJECTIVES OF YOUR PROJECT?" AND "WHAT WERE THE OTHER RELEVANT HORIZONTAL OR SECTORAL PRIORITIES ADDRESSED BY YOUR PROJECT?"  
ERROR MESSAGE: THIS PRIORITY WAS ALREADY SELECTED]

[U2] What were the other relevant horizontal or sectoral priorities addressed by your project?

[CCM2 PRIORITIES] [MANDATORY, IF VISIBLE] [MAX 2 CHOICES]

[+][-]

[IF YES, next question is visible and mandatory]

Please explain why the above selected priorities are different from the ones in the application.

[MANDATORY]

[MAX1250]

Most relevant topics addressed by your project at application stage.

[MANDATORY - Prefilled from PMM and read-only]

Did your most relevant topics change since application stage?

[BOOLEAN] [MANDATORY] [Default option = NO]

YES

NO

[IF YES, next question is visible and mandatory]

[LIST OF TOPICS APPLICABLE FOR THIS ACTION TYPE, AS IT IS DESCRIBED IN MASTERFILE, IN ALPHABETICAL ORDER, GROUPED BY TOPIC CATEGORY]

[U3]What were the most relevant topics addressed by your project?

[CCM2 TOPICS] [MANDATORY] [MAX. 3 CHOICES]

[+][-]

[IF YES, next question is visible and mandatory]

Please explain why above selected topics are different from the ones in the application

[MANDATORY]

[MAX1250]

[U1] [U2][U3]Please describe how the needs of the identified target groups were addressed and what were the benefits of cooperating with transnational partners.

[MANDATORY]

[MAX3000]

How was the progress, quality and achievement of the project activities monitored and by whom?

[MANDATORY]

[MAX3000]

What are the concrete outcomes and achievements of your project, and how do they link back to the project objectives? Were all original objectives of the project met? Please comment on any objectives initially pursued but not achieved and describe any achievements exceeding the initial expectations.

[MANDATORY]

[MAX5000]

How did you evaluate the extent to which the project reached its objectives and planned results? Which activities did you carry out to assess the overall success of your project?

[MANDATORY]

[MAX3000]

Please reflect on the quality of the implementation of your project. What went well and what was more difficult? Which are the lessons that you learnt?

[MANDATORY]

[MAX3000]

What steps were taken (if any) to address the Erasmus+ horizontal aspects of project implementation (inclusion and diversity; digital transformation; green transition and environmental sustainability; participation in democratic life, common values and civic engagement)?

[MANDATORY]

[MAX3000]

Was the granted lump-sum amount sufficient to implement properly the activities? If not, please elaborate. Did the lump-sum approach make the management of the project easier and, if so, how ?



[MANDATORY]

[MAX1500]

## Summary of Participating Organisations

[SECTION VISIBLE FOR ALL ACTION TYPES]

[IN THE FIRST PHASE OF IMPLEMENTATION, PARTNERSHIP ENTRY DATE = START DATE OF THE PROJECT AND PARTNERSHIP WITHDRAWAL DATE = END DATE OF THE PROJECT]

[TO BE IMPLEMENTED WHEN THE AMENDMENTS FLOW WILL BE IN PLACE:

- Partnership Entry Date
  - a. For participating organisations received from the Application Forms which do not have a “Date Added” in PMM we will use the “Project Start Date” as the “Partnership Entry Date” in BM
  - b. If a new participating organisation is added in PMM the “Date Added” is available there and we will use it as the “Partnership Entry Date” in BM
  - c. If for any reason the NA wants to change in PMM the “Date Added” they can simply edit it there and send an amendment/project update to BM
- Partnership Withdrawal Date
  - a. For participating organisations received from the Application forms which do not have a “Date Withdrawn” in PMM we will use the “Project End Date” as the “Partnership Withdrawal Date” in BM
  - b. If a participating organisation is withdrawn in PMM the “Date Withdrawn” is available there and we will use it as the “Partnership Withdrawal Date” in BM
  - c. If for any reason the NA wants to change in PMM the “Date Withdrawn” they can simply edit it there and send an amendment/project update to BM
  - d. If a participating organisation is marked as “deleted” in PMM, BM will set the “Partnership Withdrawal Date” to field “Last Modify Date” received from PMM]

Role of the Organisation	OID of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation	Partnership Entry Date	Partnership Withdrawal Date
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]
[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]	[Prefilled from BM]

Total number of participating organisations	[Prefilled from BM]
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## Cooperation arrangements

What were the strengths that each partner brought to the project? Please describe how the tasks and responsibilities were distributed among the partner organisations.

[MANDATORY]

[Max 3000]

How did you ensure sound management of the project and good cooperation and communication between partners during project implementation? If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them.

[MANDATORY]

[Max 3000]

## Implementation

### Overview of Activities

[PREFILLED FROM THE ACTIVITIES SECTION IN BM]

[Activities should be sorted by the Activity start date, ascending]

Activity title	Venue of the activity	Activity start date	Activity end date	Activity duration(days)	Grant amount allocated to the activity (EUR)
[Prefilled from BM] – Activities section	[Prefilled from BM] – Activities section	[Prefilled from BM] – Activities section	[Prefilled from BM] – Activities section	Calculated as difference between activity end date and start date	[Prefilled from BM] – Activities section
				<b>Total</b>	[SUM]

Project Lump sum	[Prefilled from BM] – Activities section
------------------	--

[ALL ACTIVITIES DEFINED IN THE ACTIVITIES SECTION IN BM NEED TO BE LISTED IN THIS SECTION]

## Activity title 1

[PREFILLED FROM THE ACTIVITIES SECTION]

Describe the content of the implemented activity. Has there been any divergence from the initially planned activity? If yes, please explain.

[MANDATORY] - [Prefilled from BM]

[Max 3000]

Describe the target group for this implemented activity. Has there been any divergence from the initially planned target group? If yes, explain.[MANDATORY] [Prefilled from BM]

[Max 3000]

Explain how this activity helped reaching the project objectives.

[MANDATORY]- [Prefilled from BM]

[Max 3000]

Describe the achieved results of the activity.

[MANDATORY]- [Prefilled from BM]

[Max 3000]

## Impact and Follow-up

What was the impact of the project on the participants, participant organisations, target groups and other relevant stakeholders? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end?

[MANDATORY]

[Max 3000]

What was the impact of the project at the local, regional, European and/or international levels?

[MANDATORY]

[Max 3000]

How did you disseminate the results of your project inside and outside your partnership,? Who were the main target groups and what channels did you use to share your results with them?

[MANDATORY]

[Max 3000]

Did you use Erasmus+ platforms (e.g E+ project result platform, Europass, Epale...) for preparation and implementation of the project, and do you plan to further use them for follow-up? If yes, please describe how.

[OPTIONAL]

[Max 3000]

Erasmus+ promotes an open access requirement for all materials produced through its projects. In case your project has produced tangible deliverables, please describe if and how you have promoted free access to them by the public. How have you ensured that the project's results will remain available and be used by others? In case a limitation was imposed for the use of the open licence, please specify the reasons, extent and nature of this limitation. How have you ensured that the project's results will remain available and be used by others?

[MANDATORY]

[Max 3000]

The following question represents your feedback to the European Commission about application, implementation and reporting procedures for your Erasmus+ project. When answering this question, please take into account the opinion of organisations involved in your project.

EN

Do you consider that the procedures applicable to your project were proportionate and simple?

[BOOLEAN] [MANDATORY]	
YES	
NO	

The following questions should be addressed taking into account effects on the coordinator organisation and partner organisations (including associated partners, if any).

Do you consider that your organisations have developed high-quality practices as a result of their participation in Erasmus+ Key Action 2?

[BOOLEAN] [MANDATORY]	
YES	
NO	

Please provide more information about your reply: what type of high-quality practices you developed or did not manage to develop? Why?

[MANDATORY]
-------------

[Max 3000]

[ELL section will not be visible for KA210-YOU projects (Field=Youth)]

## European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, here: [European language initiatives](#).

Thanks to having completed a Key Action 2 small-scale partnership project, your organisation has the opportunity to apply for the European Language Label.

**Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.**

Would you like to apply for the European Language Label?

[BOOLEAN] [MANDATORY]	
YES	
NO	

[ALL ELEMENTS FROM HERE UNTIL THE END OF THIS SUBSECTION ARE VISIBLE ONLY IF THE ABOVE ANSWER IS 'YES']

Your application for the European Language Label will be assessed based on three award principles: 'Thematic priorities', 'Comprehensive and creative approach', and 'Impact and dissemination'. To apply, please read the award principles below and reply to the corresponding questions.

#### 1. Award principle 'Thematic priorities'

The implemented initiatives will be given priority in the selection if they address one or more of the thematic priorities defined for the given selection round. European thematic priorities will be defined at the European level and applicable to all Programme countries. The European priorities can be complemented with further national priorities decided by the National Agency and the National Authority.

Please consult the list of European and national thematic priorities (if any) on the website of your National Agency. If you are not sure that your project addresses the required thematic priorities, please ask your National Agency for advice.

How did your project address the European Language Label thematic priorities?

[MANDATORY]
-------------

[Max 3000]

#### 2. Award principle 'Comprehensive and creative approach'

The assessment of criteria for 'Comprehensive and creative approach' is based on the extent to which:

- All elements involved – learners, teachers, methods and materials – contribute to ensuring that the needs of the learners are identified and met, including validation of language skills.
- Creative use is being made of all resources available to stimulate language learning from an early age.
- The implemented initiatives explore previously unknown approaches, appropriate to the learners concerned.



- The implemented initiatives are based upon the reality of the European Union and its linguistic diversity and use the potential which that offers (for example, contacts across national borders, language learning between the neighbouring countries, developing bilingual teaching options etc.) to improve understanding of other cultures by means of language learning.

To address the above requirements, please reply to the following questions:

How was your project comprehensive in terms of language learning and teaching?

[MANDATORY]

[Max 2000]

How did your project use available resources in a creative way to stimulate language learning from an early age?

[MANDATORY]

[Max 2000]

How did your project explore innovative, previously unknown approaches appropriate for the learners in the target group?

[MANDATORY]

[Max 2000]

How did your project use linguistic diversity to improve understanding of other cultures by means of language learning?

[MANDATORY]

[Max 2000]

### 3. Award principle 'Impact and dissemination'

The assessment of criteria for 'Impact and dissemination' is based on the extent to which the project results have the potential to:

- Increase the motivation of learners and teachers and help develop positive attitudes towards linguistic diversity.
- Represent a source of inspiration for others in different countries and contexts, or be transferred to other groups or fields. They might, for example, be adaptable to the learning of other languages or to learning by different age groups than those originally involved. It could also include digital online tools for language learning.
- Lead to a quantitative or qualitative improvement in the teaching and learning of languages in its local or national context. In quantitative terms, this might mean involving several languages,

and particularly those which are less widely used. In qualitative terms, it might mean the use of a better methodology than before.

To address the above requirements, please reply to the following questions:

How does your project help increase the motivation learners and teachers, or develop positive attitudes towards language learning and linguistic diversity?

[MANDATORY]

[Max 2000]

How can your project be a source of inspiration for others? How can its approach be transferred for use with other target groups or in other fields?

[MANDATORY]

[Max 2000]

Did your project lead to a quantitative or qualitative improvement in the teaching and learning of languages in your local or national context? If yes, please explain how.

[MANDATORY]

[Max 2000]

☐ By applying for the European Language Label, I am submitting this final report as part of my application and I agree for it to be processed in accordance with the rules of European Language Label competition, as published by the relevant National Agency.

## Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

### Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.



Download the declaration on honour

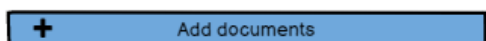


Add the declaration on honour







### Other documents

Please attach any other relevant documents. Only upload the relevant documents additional to the ones uploaded in the Erasmus+ Result Platform

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies.](#)



### List of documents

No	Name	File size (kB)	Type of document	Actions
1	declaration-on-honour_EN.pdf	56.87	Declaration on Honour	 
2	Filename1.doc	900.56	Other document	 
3	Nex txt file.txt	1.5	Other document	 

## Checklist

Before submitting your report form to the National Agency, please make sure that:

- ☐ You have uploaded the relevant results on the Erasmus+ Project Results platform:  
<http://ec.europa.eu/programmes/erasmus-plus/projects/>;  
If project results have not been uploaded: I confirm that the project has not produced any results that could be uploaded.
- ☐ All necessary information on your project has been encoded in Beneficiary Module;
- ☐ The report form has been completed using one of the mandatory languages specified in the Grant Agreement;
- ☐ All the relevant documents are annexed:
  - ☐ Declaration on Honour, signed by the legal representative of the beneficiary organisation;
  - ☐ The necessary supporting documents as requested in the grant agreement;
- ☐ You have saved or printed the copy of the completed form for your records.

**Z komentarzem [SOM(E2)]:** This item has been rephrased and moved on top of the list

### PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#).

## Conditions for the final report submission

[All conditions are automatically checked when they are fulfilled]

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
- Declaration on Honour has been uploaded
- Checklist has been fulfilled
- Participating organisations involved in activities are valid throughout the entire duration of the activities.

Following organisations which are selected in activities are inactive:

- o OID1 Name of the organisation
- o OID2 Name of the organisation
- .....

Please edit the activities and change the invalid organisation or delete the activity in order to submit the FR.

**Z komentarzem [SOM(E3)]:** To be implemented later, with EACBM...

