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Context

Project details

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

Applicant organisation	[Organisation name (no standard format)]
Applicant 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]
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	[DD/MM/YYY hh:mm:ss (time location)]

[Date of submission only for PDF generation, IF Report is not submitted row is not visible]

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]

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]

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]

[MAX3000]

How did the project contribute to the achievement of the most relevant priorities as indicated in the description section?

[MANDATORY]

[MAX3000]

In what way was the project innovative and/or complementary to other projects already carried out? Please describe how the needs of the identified target groups were addressed and what were the benefits of cooperating with transnational partners.

[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; environment and fight against climate change; participation in democratic life, common values and civic engagement)?

[MANDATORY]

[MAX3000]

Was the granted lump-sum amount appropriate to implement properly the work packages? If not, please elaborate.

[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]
---	---------------------

Associated Partners

In addition to the above formally participating organisations, did you involve associated partners in your project?

[BOOLEAN] [MANDATORY]

YES

NO

[IF YES]

Please identify those organisations in the table below:

Name of the Organisation	Country of the Organisation	City
[EDITABLE TEXT]	[COUNTRIES]	[EDITABLE TEXT]

[+] [-]

[IF YES]

Please explain the involvement of those associated partners organisations and how they contributed to the achievement of the project objectives.

[MANDATORY]

[Max3000]

Work Package n° 1 Project Management

How did the project partners contribute to the project management work package? Please detail specific contributions made by the partner organisations.

[MANDATORY]

[Max 1500]

How did you ensure sound time management in your project? How did you communicate and cooperate with your partners? What are the positive and negative elements of the cooperation process? What would you improve if you were to carry out a similar project in the future?

[MANDATORY]

[Max 3000]

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them.

[OPTIONAL]

[Max 3000]

If relevant for your project, did you use or did you plan to use Erasmus+ online platforms (e.g. EPAL, European School Education Platform) for the preparation, implementation and/or follow-up of your project? If yes, please describe how.

[OPTIONAL]

[Max 3000]

Implementation

[Display list of work packages starting with WP no. 2]

Work package	Number of activities	Total amount allocated to activities
[Prefilled from BM] – Work package section	[Prefilled from BM] – Work package section	[Prefilled from BM] – Work package section

Overview of work packages

[Prefilled from Work Packages section in BM – display list of activities in each WP, starting with WP no. 2]

[Example no. 1]

Work package n°2 – [Title]

Activity title	Leading organisation	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	[Prefilled from BM] – Activities section	Calculated as difference between activity end date and start date	[Prefilled from BM] – Activities section
					Total	[SUM]

[Example no. 2]

Work package n°3 – [Title]

Activity title	Leading organisation	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	[Prefilled from BM] – Activities section	Calculated as difference between activity end date and start date	[Prefilled from BM] – Activities section
					Total	[SUM]

Project Lump sum	[Prefilled from BM] – work package section
------------------	--

[Display questions for all work packages in the project, starting with WP no 2]

[Example no.1]

Work package n°2 – [Title]

How did the project partners contribute to the work package? Please detail specific contributions made by the partner organisations.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 1500]

Were there any major differences between the planned activities and the implemented activities? If so, please explain.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 3000]

Planned results of the work package at application stage.

[MANDATORY]- [Prefilled from PMM - answer to question “What will be the main results of this work package?”]

Explain how those results were achieved and how they helped reaching the project objectives. Please elaborate on the quality of the results and include the reference of the supporting documents that support this evaluation.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 5000]

Describe the target group for those activities and results and explain how those were beneficial for them.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 3000]

Provide information on the level of achievement of the selected qualitative and quantitative indicators. How were the progress, quality and achievement of this WP results monitored.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 3000]

[Example no.2]

Work package n°3 – [Title]

How did the project partners contribute to the work package? Please detail specific contributions made by the partner organisations.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 1500]

Were there any major differences between the planned activities and the implemented activities? If so, please explain.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 3000]

Planned results of the work package at application stage.

[MANDATORY]- [Prefilled from PMM - answer to question “What will be the main results of this work package?”]

Explain how those results were achieved and how they helped reaching the project objectives. Please elaborate on the quality of the results and include the reference of the supporting documents that support this evaluation.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 5000]

Describe the target group for those activities and results and explain how those were beneficial for them.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 3000]

Provide information on the level of achievement of the selected qualitative and quantitative indicators. How were the progress, quality and achievement of this WP results monitored.

[MANDATORY] PREFILLED FROM BM AND READ-ONLY

[Max 3000]

Participants' Recognition

Did your project make use of European instruments like Europass, Youthpass, ECTS etc. or any national instruments/certificates for recognition or validation of the learning outcomes of the participants in the learning, teaching or training activities?

[BOOLEAN] [MANDATORY]

YES

NO

[IF "YES"]

[MINIMUM 1 ENTRIES AND MAXIMUM 8 ENTRIES]

Please indicate the recognition/validation instruments used in your project:

[CERTIFICATION TYPES] [MANDATORY]

EUROPASS_CV - Europass Curriculum Vitae (CV)

EUROPASS_MOB - Europass Mobility Document

EUROPASS_CS - Europass Certificate Supplement

EUROPASS_DS - Europass Diploma Supplement

YOUTHPASS - Youthpass Certificate

ECTS - Credit Transfer Systems

[+] [-]

If you have used other recognition/validation instruments, please describe them:

[OPTIONAL]

[Max 3000]

Follow-up

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 all organisations involved in your project.

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]

Impact and sustainability

What was the project's impact on the participants, participating organisations, target groups and other relevant stakeholders?

[MANDATORY]

[Max 3000]

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

[MANDATORY]

[Max 3000]

[U1] What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them? How have you ensured that the project's results will remain available and be used by others?

[MANDATORY]

[Max 3000]

Dissemination and Use of Project Results

To whom did you disseminate the project results inside and outside your partnership? Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

[MANDATORY]

[Max 3000]

What kind of dissemination activities did your partnership carry out and through which channels? Please also provide information on the feedback received, if any.

[MANDATORY]

[Max 3000]

Erasmus+ promotes an open access requirement for all materials produced through its projects. In case your project has produced project results/tangible deliverables, please describe if and how you have promoted free access to them by the public. In case a limitation was imposed for the use of the open licence, please specify the reasons, extent and nature of this limitation.

[MANDATORY]

[Max 3000]

How did you see the potential to use this project's approach and/or results in other projects on a larger scale and/or in a different field or area of knowledge?

[MANDATORY]

[Max 3000]

[U1]

[ELL section will not be visible for KA220-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 cooperation 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.

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

 Add documents

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 proving that the activities foreseen in the project effectively took place;
- ☐ You have saved or printed the copy of the completed form for your records.

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 fullfield]

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
- All work packages in the list are in status Complete, see [List of work packages](#).
- Participating organisations involved in activities are valid throughout the entire duration of the activities.

Folowing organisations which are selected in activities are inactive:

- OID1 Name of the organisation
- OID2 Name of the organisation

.....

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

-