CREACT4MED – FUNDING FOR CULTURAL AND CREATIVE BUSINESS PROPOSALS

**INTERIM REPORT FOR SUBGRANTEES**

# BASIC INFO

* Name of the entity: [Name]
* Country: [Country]
* Subgrant Agreement nº: [Reference]
* Period covered by this technical report: [DD/MM/YYYY – DD/MM/YYYY]

# SUMMARY

Please provide a summary of the progress achieved within the period covered by this technical report (250-500 words):

[Summary of progress]

|  |  |
| --- | --- |
|  | *The technical report should be based on the monitoring and evaluation system set up using as a basis the approved Proposal Outline (Annex I of the Subgrant Agreement). As such, the report must inform all the activities and outputs relevant for the reporting period covered by it:* |
| **Activities**  | **Outputs** | **Sources of verification** | **Additional comments** |
| **Milestone 1: [Name of the Milestone]** |
| Please describe the progress achieved within the reporting period covered by this report (max 150 words) | Please describe the current status of the Output (max 100 words) | Please describe the means used to document and monitor project outputs (i.e. where the information can be verified and evaluated) | Please provide any additional comments about the progress of the activity, in particular about any risks that might jeopardize the achievement of the output |
| **Activity 1.1. [Title of the activity] [Timeframe]***[Describe progress]* | **Output 1:** [Output] [Deadline]*[Describe progress]* | [Source of verification 1]: [Description][Source of verification 2]: [Description] | [Additional comments] |
| **Activity 1.2. [Title of the activity] [Timeframe]**[…] | **Output 2:** [Output] [Deadline][…] | [Source of verification 1 - …][Source of verification 2 - …] | […] |
| *Add as many activities as needed* |  |  |  |
| **Milestone 2: [Name of the Milestone]** |
| **Activity 2.1. [Title of the activity] [Timeframe (e.g. M1-M2)]**[…] | **Output 3:** [Output] [Deadline][…] | [Source of verification 1][Source of verification 2][…] | […] |
|  | *Add or delete as many rows as needed.*  |
|  | **COSTS INCURRED**  |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Output**  | **HUMAN RESOURCES[[1]](#footnote-1)** | **EQUIPMENT & RAW MATERIALS[[2]](#footnote-2)** | **TRAINING & CONSULTING SERVICES[[3]](#footnote-3)** | **OTHER DIRECT COSTS[[4]](#footnote-4)** | **TRAVEL AND ACCOMODATION[[5]](#footnote-5)** | **TOTAL COST** |
| **Output 1: [Output 1]** | [Days of work & cost in EUR] | [Item & real cost in EUR] | [Item/Course & real cost in EUR) | [Item & real cost in EUR] | [Destination & real cost in EUR] | [COST IN EUR] |
| **Output 2: [Output 2].**  | [Days of work & cost in EUR] | [Item & real cost in EUR] | [Item/Course & real cost in EUR) | [Item & real cost in EUR] | [Destination & real cost in EUR] | [COST IN EUR] |
| **Output 3: [Output 3].**  | [Days of work & cost in EUR] | [Item & real cost in EUR] | [Item/Course & real cost in EUR) | [Item & real cost in EUR] | [Destination & real cost in EUR] | [COST IN EUR] |
| **TOTAL COST** | [TOTAL HR] | [TOTAL EQU. & RM] | [TOTAL CONS. SER] | [TOTAL OTHER DIR.] | [TOTAL TRAVEL] | **[TOTAL INCURRED]** |
| *Add or delete as many rows as needed.***Justification:**1. **Human resources** (please indicate the number and position of the employees involved in the implementation of the project, their main tasks and the days of dedication):
* *[Position 1] – Days of dedication: [Number]*

*Main tasks:** + *Task 1: [Task description]*
	+ *Task 2 [Task description]*
* *[Position 2] – Days of dedication: [Number]*

*Main tasks:** + *Task 1: [Task description]*
	+ *Task 2 [Task description]*
1. Equipment/raw materials (please describe the equipment/raw materials acquired and how they have been used to progress towards the attainment of project outputs):
2. Training/consulting services (please describe the training/consulting services acquired and how they will be used towards the attainment of project outputs):
3. Other costs (please describe other direct costs incurred how they are relevant towards the attainment of project outputs):
4. Travel (please describe the purpose and outcomes of the travel and how they are relevant towards the attainment of project outputs):
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|  |  |
| --- | --- |
| **Signed on behalf of the beneficiary:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name:Position:Date: | **Official stamp of the entity:** |

1. Supporting documents: Timesheets [↑](#footnote-ref-1)
2. Supporting documents: quotes from different providers, justification of the selection of the provider, proof of purchase (e.g.invoice, receipt), proof of receipt (e.g. delivery slip), proof of payment (e.g. bank statement), pictures of the equipment and raw materials [↑](#footnote-ref-2)
3. Supporting documents: quotes from different providers, justification of the selection of the provider, proof of purchase (e.g.invoice, receipt), proof of payment (e.g. bank statement) [↑](#footnote-ref-3)
4. Supporting documents: quotes from different providers, justification of the selection of the provider, proof of purchase (e.g.invoice, receipt), proof of payment (e.g. bank statement) [↑](#footnote-ref-4)
5. Supporting documents: travel authorisation, summary of expenses, flight confirmations (including price) and boarding passes, accommodation and restaurant receipts, pictures [↑](#footnote-ref-5)