CREACT4MED – FUNDING FOR CULTURAL AND CREATIVE BUSINESS PROPOSALS

**FINAL REPORT FOR SUBGRANTEES**

# BASIC INFO

* Name of the entity: [Name]
* Country: [Country]
* Subgrant Agreement nº: [Reference]
* Period covered by this technical report: [PROJECT START – PROJECT END]

# EXECUTIVE SUMMARY OF THE ACTION

Please give a global overview of the action’s implementation for the whole duration of the project, including comments on the level of achievement of the expected outputs and results and relevant justification for any modifications that have been brought to the Proposal Outline since the start of the action (300-1000 words):

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|  | *The 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). The final report must inform all the activities and outputs from the beginning until the end of the project following the instructions below:* |
| **Activities**  | **Outputs** | **Sources of verification** | **Additional comments** |
| **Milestone 1: [Name of the Milestone]** |
| Please describe the tasks undertaken and methodologies applied and how they have supported the achievement of the output to which they are related (150 words) | Please describe the level of achievement of project outputs (max 150 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 implementation of the activity, in particular about risks and challenges faced and how they were addressed |
| **Activity 1.1. [Title of the activity] [Timeframe]***[Describe tasks and methodologies]* | **Output 1:** [Output] [Deadline]*[Describe level of achievement]* | [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.*  |
|  | a) What is your assessment of the results of the action? Include observations on the performance and the achievement of outputs and whether the action has had any unforeseen positive or negative effects (150-500 words):[Assessment of results]b) Please list all the materials that were produced during the action on whatever format (please enclose a copy of each item, except if you have already done so in the past):* [Item 1]:
* [Item 2]:

c) Please describe the main lessons learned during the implementation of the project (150-500 words):[Lessons learned]d) Have any new job opportunities been created through the implementation of the sub-grant? Are new job positions expected to be created in the next 12 months? If yes, how many of these positions are occupied/are expected to be occupied by young people or women?[New job positions created (number of positions for young people or women); New job positions expected to be created in the next 12 months (number of positions for young people or women)]e) Please describe how the subgrant has helped your company achieve its goals and what are the next steps to ensure financial sustainability in the medium and long-term (150-500 words):[Next steps]f) Please provide any additional comments on the implementation of the action (optional):[Additional comments] |
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| **COSTS INCURRED**  |
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| **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 attain project outputs):
2. Training/consulting services (please describe the training/consulting services acquired and how they have been used to attain project outputs):
3. Other costs (please describe other direct costs incurred how they have been relevant for the attainment of project outputs):
4. Travel (please describe the purpose and outcomes of the travel and how it has been relevant for 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)