CREACT4MED – INTERNATIONAL COOPERATION IN THE CULTURAL AND CREATIVE INDUSTRIES 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 (minimum 500 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 action following the instructions below:* |
|  | **Activities**  | **Outputs** | **Sources of verification** | **Indicators to measure the activities (expected v. reached)** | **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 (at least 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 refer to the indicators used to measure the activity impact (mention the expected indicators at the time of the proposal and the n. actually reached) | 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] | Ex: n. of Creative and Cultural Businesses to be supported. Expected / Reached  | [Additional comments] |
|  | **Activity 1.2. [Title of the activity] [Timeframe]**[…] | **Output 2:** [Output] [Deadline][…] | [Source of verification 1 - …][Source of verification 2 - …] | Ex: n. of Creative and Cultural Businesses to be supported. Expected / Reached  | […] |
|  | *Add as many activities as needed* |  |  | Ex: n. of Creative and Cultural Businesses to be supported. Expected / Reached  |  |
|  | **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][…] | Ex: n. of Creative and Cultural Businesses to be supported. Expected / Reached  | […] |
|  | *Add or delete as many rows as needed.*  |
|  | **Please answer the questions below respecting the established word-limits. Feel free to add pictures and graphics to support your report.**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 (300-500 words):b) Please make a list of the Creative and Cultural businesses and sectors that benefitted from the proposed action (please enclose information on the enterprises, websites and sectors):* [CCI Business 1 - sector 1]:
* [CCI Business 2 - sector 2]:

c) Mention the number of women, young people that benefited from the action (include):[women n.] [percentage with respect to the total][young people n.] [percentage with respect to the total]\**Please include an annex with the database of people that have been impacted by the project -project beneficiaries, experts and collaborators*d) Provide the number of Cooperation Agreements or B2B meetings held (if any) and give a brief description of the agreements:e) Provide information about beneficiaries’ satisfaction and how you measured it (max 200 words). Please attach to your report the results of any surveys shared with beneficiaries.f) Provide information the level of social media engagement achieved related to the funded project g) Do you plan to repeat the action in the future? If yes, how do you plan to make it financially sustainable?h) Please provide any additional comments on the implementation of the action (optional): |
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| **COSTS INCURRED**

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| --- | --- | --- |
| **Cost category**  | **TOTAL COST** | **Justification of costs**  |
| **HUMAN RESOURCES[[1]](#footnote-1)** |  |  |
| **EXTERNAL SERVICES[[2]](#footnote-2)** |  |  |
| **TRAVEL AND ACCOMODATION[[3]](#footnote-3)**  |  |  |
| **TOTAL COST** |  |  |

**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]*
	+ *Task 1: [Task description]*
	+ *Task 2 [Task description]*
* *[Position 2] – Days of dedication: [Number]*
	+ *Task 1: [Task description]*
	+ *Task 2 [Task description]*
1. External services (please describe the external services acquired, how these were selected and how they have been used to attain project outputs):
2. 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, employment contract, gross salary sheet, payslips, proof of payment** [↑](#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 payment (e.g. bank statement) [↑](#footnote-ref-2)
3. Supporting documents: travel authorisation, summary of expenses, flight confirmations (including price) and boarding passes, accommodation and restaurant receipts, pictures [↑](#footnote-ref-3)