

# ANNEX III TO THE GRANT AGREEMENT

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**Final activity report template to be used by beneficiaries whose actions have been awarded grants by Directorate-General for Employment, Social Affairs and Inclusion.**

This exercise should tell us how the EU-funded action has progressed and what was achieved in the funding period.

It is divided in three different parts.

- The first part refers to a more qualitative self-assessment of your work.
- The second part concerns quantitative information related to your work that we will request you to collect, compile and present. You are asked to fill in only the fields which are applicable to your action. This information will be used for the performance monitoring of your funding programme. *You will be able to compile most of the required information from your internal files. However, please note that in the case of events (seminars, conferences and similar) we expect you to carry out a short on-the-spot participants satisfaction survey which shall include the standard questions provided below. Depending on the internal needs of your work, your questionnaire may feature more questions, yet these other questions remain outside the scope of our monitoring work.*

**Compulsory questions of participant satisfaction surveys** Please scale the following aspects of the event on a 1-5 basis\*

- **Did the event match your needs?** (5) (4) (3) (2) (1)
- **Did you gain relevant knowledge and information?** (5) (4) (3) (2) (1)
- **Will you be able to apply such knowledge and information in your work?** (5) (4) (3) (2) (1)

\* 5 signifies "yes, agree strongly", 4-"yes, somewhat agree", 3 - "neither agree nor disagree", 2 - "no, somewhat disagree" and 1 - "no, disagree strongly".

- Lastly, the list of evidence and annexes to be attached is given at the end of the third part.

This form must be completed in English.

**The deadline for returning BOTH hard and electronic versions of your report is indicated in Article I.5 of your grant agreement.**

# QUALITATIVE INFORMATION

## Results

### Original goals

List the original goals and objectives of the action as set out in the grant agreement, and explain how they were met during the implementation period. Please,

- focus on the results/outcomes of your action (i.e., benefits to the target group(s) addressed by your action);
- include detail on what change your action has brought about;
- explain the added value of the action, i.e. the lasting impact and/or multiplier effect.

*Important: please note that all activities and deliverables must be presented not here but **in the next box**.*

### Summary of progress of your action

Please summarise your action as well as any difficulties you have faced in implementing it.

Please report separately on each group of activities and/or component of your action.

#### Activity

##### Planned

Please shortly present your project plan/activity plan as outlined in the approved action grant agreement.

##### Implemented

Please describe the activities and deliverables in the action

##### Changes

- Yes  
 No

Was there any variance from the original action plan?

**Describe any variance from the original action plan. Describe how and why, provide justification of the change(s) made and impact on project implementation.**

##### Transnational dimension

- Yes  
 No

Has your project had a transnational dimension?

##### Describe the transnational dimension of the action.

##### Partners or stakeholders

- Yes  
 No

Were there any partners or stakeholders involved in your project?

**Please list here all partners or stakeholders and describe the contribution they made to the action. Has the role of any partner changed during implementation? If yes, please explain how and why.**

### **Equality**

How did you make sure that equality considerations were taken into account in your work? These can relate to ensuring an appropriate mix of people in your team, ensuring that all activities were accessible to all, making sure that all dimensions, in particular the gender dimension, were taken into account in your work.

### **Continuity**

- Yes  
 No

Is this action (or a related new action) to continue after European Union's financial support has come to an end?

**Please explain the next steps.**

## **Lessons learned and dissemination of results**

### **Outcomes and lessons learned**

What are the most important outcomes and lessons learned from the action?

What are the implications for relevant stakeholders? (such as the European Commission; national/regional/local level policy-makers; social partners; opinion-makers including mass media, journalists; non-governmental organisations; academia, research institutions, think tanks; others where relevant)

### **Evaluation of the action**

- Yes, external evaluation  
 Yes, internal evaluation  
 No

Did you carry out any evaluation of the action performed?

**Please outline the key findings and conclusions of such evaluation.**

### **News/success/best practices**

We are very keen to hear about any success or good news from the actions that we fund. Please use the space below to tell us about any such news or if you have developed practices that you think others may want to know about or could benefit from. Please attach any relevant supporting information or material or explain where others can access it (e.g., website)

## Dissemination of findings

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Adequate dissemination of findings and lessons is essential in ensuring the EU added value of the action.

Therefore, please explain and describe how you involved relevant stakeholders during the action and whether there was any feedback.

# SUMMARY OF QUANTITATIVE INFORMATION

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

## Reports

Were there any REPORTS (which include written outputs such as reports, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced as part of your action?  Yes  No

**Total number of reports**

Please provide the total number of independent written outputs, irrespective of whether they were published or not. An output produced in several languages counts as a single output.

Next please disaggregate the total number into the subcategories provided according to the written output's primary objective. A single output may fall into several categories (e.g., a study may aim at produce policy advice and at the same time to identify good practice).

**Reports aimed at providing policy advice, research and analysis.**

**Reports aimed at identifying good practices.**

**Monitoring and assessment reports on the implementation of laws or policies.**

**Reports aimed at the development of appropriate statistical tools, methods and indicators.**

**Scope of dissemination**  Yes  No

Have the reports been actively distributed?

**Total number of material copies distributed**

Please provide a total cumulative number for all the reports.

**EU-level policy and decision-makers**

**National/regional/local-level policy and decision-makers**

**Social, economic/business partners**

**Civil society, NGOs**

**Academia, experts, think tanks**

**Media, Journalists**

If the reports have been published online, please also provide the total number of their downloads by unique users

## Information / promotional material / website

Were there any INFORMATION/PROMOTIONAL MATERIALS (including leaflets, brochures, newsletters, websites, articles in media, video material, etc.) produced as part of your action?  Yes  No

Total number of pieces of such information and promotional material

Please provide the total number of various information and promotion materials, irrespective of their form/type of publishing (video, electronic document, printed on paper, etc.). An output produced in several languages counts as a single output.

Total number of printed material copies

Number of copies in easy-to-read language for disabled people

Number of copies in each language

Language	Copies
<input type="checkbox"/> English	<input type="text"/>
<input type="checkbox"/> French	
<input type="checkbox"/> German	
<input type="checkbox"/> Other languages	

### Scope of dissemination

Next please provide the total cumulative number of the disseminated copies of these materials (e.g., printed/published copies distributed to your target audiences, number of downloads of the electronic copies published on websites, number of unique visitors to your information/promotional website(s), etc.).

Total number of material copies distributed

EU-level policy and decision-makers

National/regional/local-level policy and decision-makers

Social, economic/business partners

Civil society, NGOs

Academia, experts, think tanks

Media, Journalists

Total number of visits to websites related to information and promotional (e.g., the website of your action). The average no. of unique visits per month during the reporting period.

## Training / mutual learning

Were there any TRAINING/MUTUAL LEARNING EVENTS (which include various trainings, peer reviews and other forms of mutual learning) organised as part of your action?  Yes  No

Number of trainings sessions, peer reviews and other mutual learning events

Total cumulative duration of these events

Please sum up duration of the above events, converted into full working day equivalent, i.e., 8 hours. For example, 1 four-day training (4 days) and 1 half-day round-table discussion (0,5 day) result in total cumulative duration of 4,5 days.

Number of individuals who participated in these events

Number of women among these participants

### Survey results

You were asked to carry out a short on-the-spot participants' satisfaction survey for each event organised. Please report on the survey results.

Event

Title of the event

Total number of participants

Total number of participants responding to at least one compulsory question

Next please report on participants satisfaction obtained from the standardised questionnaire.

Did the event match your needs?

Share of respondents having responded as 5 "yes, agree strongly", per cent

Share of respondents having responded as 4 "yes, somewhat agree", per cent

Did you gain relevant knowledge and information?

Share of respondents having responded as 5 "yes, agree strongly", per cent

Share of respondents having responded as 4 "yes, somewhat agree", per cent

Will you be able to apply such knowledge and information in your work?

Share of respondents having responded as 5 "yes, agree strongly", per cent

Share of respondents having responded as 4 "yes, somewhat agree", per cent

## Other information and communication events

Were there any OTHER INFORMATION AND COMMUNICATION EVENTS (which include various seminars, conferences, round tables, networking events, etc.) organised as part of your action?  Yes  No

Number of information and communication events

Total cumulative duration of these events

Please sum up duration of the above events, converted into full working day equivalent, i.e., 8 hours. For example, 1 four-day training (4 days) and 1 half-day round-table discussion (0,5 day) result in total cumulative duration of 4,5 days.

Number of individuals who participated in these events

Number of women among these participants

### Survey results

You were asked to carry out a short on-the-spot participants' satisfaction survey for each event organised. Please report on the survey results.

Event

Title of the event

Total number of participants

Total number of participants responding to at least one compulsory question

Next please report on participants satisfaction obtained from the standardised questionnaire.



Did the event match your needs?

Share of respondents  
having responded as 5  
"yes, agree strongly", per  
cent

Share of respondents  
having responded as 4  
"yes, somewhat agree",  
per cent

Did you gain relevant knowledge and information?

Share of respondents  
having responded as 5  
"yes, agree strongly", per  
cent

Share of respondents  
having responded as 4  
"yes, somewhat agree",  
per cent

Will you be able to apply such knowledge and information in your work?

Share of respondents  
having responded as 5  
"yes, agree strongly", per  
cent

Share of respondents  
having responded as 4  
"yes, somewhat agree",  
per cent

# EXECUTIVE SUMMARY

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With a view to disseminating all results obtained and outputs delivered under the grant agreement, all beneficiaries are requested to provide an Executive Summary which will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.

Upon a reasoned and duly substantiated request by the beneficiary, the Commission may agree to forgo such publicity, if disclosure of the information indicated above would risk compromising the beneficiary's security or prejudicing his commercial interests.

Such a summary should be written in English. It should be a stand-alone summary of the action and its implications. Thus it must be well thought out and presented as it may be a unique opportunity to publicise your work and your organisation.

## **Short description of the action**

A concise description of the context in which the action was carried out, the target group(s) of the action as well as the key activities and deliverables.

1/2 page maximum.

## **Main objectives of the action**

1/2 page maximum.

## **Key results**

- Results/outcomes of the action, including benefits for main actors and target group(s)
- Added value of the action, i.e. the lasting impact and/or multiplier effect.

1 page maximum.

# SIGNATURE

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## Declaration

**Title** \_\_\_\_\_

**First name** \_\_\_\_\_

**Surname** \_\_\_\_\_

**Position held in the organisation** \_\_\_\_\_

**Organisation name** \_\_\_\_\_

I confirm that I am duly authorised to sign this declaration on behalf of the organisation named. I certify that the information given in this report is correct, and confirm that the enclosures are current, accurate, and adopted or approved by the organisation for which I lead. I understand that you may contact me to clarify any details in this report, including providing any supplementary information as applicable. I confirm that I am authorised by the organisation for this purpose.

### On behalf of the organisation: date and signature

\_\_\_\_\_

## Check List

- Have you responded within the required deadline?
- Have you made sure that all your published material acknowledged support from the EU?
- Have you attached the documentation as required in your grant agreement:
  - The print-out of the duly completed, validated and submitted on-line final budget form SWIM which stands as your financial report;
  - Executive summary of your work in English in no more of 2 pages (see proposed structure). As indicated below, the Executive summary must contain a 1-page section on "Key results" of the action. The key results should be concise, sharp and easily understandable;
  - Printed and electronic copies of information and promotional materials funded by the grant (articles, leaflets, brochures, programme, stickers, posters, tapes, calendars, etc);
  - Printed and electronic copies of the reports, analyses, studies, reviews, manuals, working papers, attendance lists, toolkits, computer discs with information if available etc.) produced under your work;
  - For all events, the list of participants with original signatures of all participants.
- Have you completed the declaration with the correct signatories?
- Have you submitted ONE original and ONE hard copy of the final activity and financial reports as well as the supporting evidence and ONE electronic copy of all documents?