

# 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 two different parts.

- The first part refers concerns qualitative information related to your work. You are invited to describe the results, the deliverables as well as the target audience reached during your whole action.
- The second part presents the list of evidence and annexes to be attached to the present final report.

This form must be completed in English.

**The deadline for returning your Final Activity Report including the financial report and all your evidence 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.

### 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.**

## Implemented

Please describe the activities. For each group of activities, please describe the deliverables/outputs delivered and the target audience reached during your whole action:

- What **written outputs and information/ dissemination materials** have been produced and published as the result of your action? Provide us with the title and the main subject covered. How many copies were produced and how were they disseminated? Who is the principle target group of these materials? How many language versions have been produced?
- What **type of events** have you organised, when and where did they take place? Describe the participants (total number, country, organisation). What was the main outcome of the events?
- Describe the target audience of your action and where possible provide the indication of number of organisations reached at different levels (i.e. EU, national, cross-industry, sectoral).

## 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

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.

# 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

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## 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?