**Project Progress Report – INTERIM**

**Part A – Narrative report**

**A.1 Project progress report identification**

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | | *Pre-filled from AF* | |
| Project acronym | | *Pre-filled from AF* | |
| Project website | | *If available* | |
| Project index number | | *Pre-filled* | |
| Project duration | Start date | *Pre-filled from AF* | Nr of months |
|  | End date | *Pre-filled from AF* | *Pre-filled from AF* |
| Thematic objective | | *Pre-filled from AF* | |
| Programme priority | | *Pre-filled from AF* | |
| Name of the Lead Beneficiary organisation | | *Pre-filled from AF* | |
| Name of the Beneficiary 1 organisation | | *Pre-filled from AF* | |
| Reporting period | | *DD.MM.YYYY – DD.MM.YYYY* | |
| Contact details of person responsible for the report | | *name, e-mail address, telephone* | |

**A.2 Highlights of main achievements**

|  |
| --- |
| Please describe project progress up to now including main outputs delivered by highlighting also the added value of the cooperation.  The summary should highlight main achievements, interesting and understandable for non-specialists. Please write in a style of press release. |
| *1500 characters max* |

**A.3 Main project outputs delivered**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Achievement of Programme output indicators** | | | | | |
| **Name of indicator** | **Unit of measure** | **Target vaue** | **Value achived in the reporting period** | **Value achieved form the beginning of project implementation (rom start of implementation to present report included)** | **% - indicator progress** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Achievement of the other project output indicators** | | | | | |
| **Name of indicator** | **Unit of measure** | **Target vaue** | **Value achived in the reporting period** | **Value achieved form the beginning of project implementation (rom start of implementation to present report included)** | **% - indicator progress** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**A.4 Reporting per Activity**

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| --- | --- | --- | --- | --- |
| **Activity 1** | **Activyty start Q** | **Activity end Q** | **Activity expenditure - current report** | **% of Activity expenditure reported so far** |
| *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* | *Filled in from Part B* | *Filled in from Part B* |
| **Partner responsible** | *Pre-filled from AF* | | | |
| **Activity status** | *Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned* | | | |
| **Please describe the progress in this reporting period and explain how were partners involved (who did what).** | | | | |
|  | | | | |
| **If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.** | | | | |
|  | | | | |

**A.5 Implementing of communication plan of the project**

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| --- | --- | --- | --- | --- |
| **Communication objective1** | **Target group(s) of the communication** | **Indicators of achievement for communication tools (target values)** | **Achieved in this reporting period** | **Achieved so far** (this reporting period included) |
| *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* |  |  |
| **Beneficiary responsible for the communication activity** | *Pre-filled from AF* | | | |
| **Communication tools** | *Pre-filled from AF* | | | |
| **Activity status** | *Drop-down list: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned* | | | |
| **Please describe the progress in this reporting period** | | | | |
|  | | | | |

**A.6 Problems and solutions found**

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| --- |
| Please describe (if applicable) problems and solutions found during this reporting period as regards:   * activities * outputs * partnership development and cooperation dynamics * investments * other |
|  |

**A.7 Activities planned in the next reporting period**

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| --- |
| Please describe briefly activities to be implemented in the next reporting period: |
|  |

**Part B - Project finance report**

Please refer to the Excel form (*Finance\_Progress Reports*).

**PART B Project Finance Report** includes sections B.1 to B.6.

In addition, please see the **List of expenditure** (separate for each project partner).

**Annexes**

Please list all the attachments.

**Lead Partner signature**

* Place and date
* Name of signing person
* Position of signing person
* Signature of Lead Partner
* Stamp of Lead Partner

**Declaration of the beneficiary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[1]](#footnote-1)**

**(name of the beneficiary’s organisation)**

"I, the undersigned, declare that according to my knowledge:

* the expenditure indicated in the request for payment as eligible were incurred in accordance with all relevant expenditure eligibility rules;
* the information provided in the request for payment faithfully reflect material and financial progress of project implementation;
* the request for payment does not lack any important information and does not provide any untrue information, which could affect the assessment of the correctness of the project implementation or physical and financial progress of project implementation.

I am aware of criminal liability arising from the applicable legal acts, concerning the fact of declaring untruth as to a circumstance of legal significance. "

I hereby declare that the documentation related to the project is kept in:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signing person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of signing person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. to be signed by each beneficiary [↑](#footnote-ref-1)