General instructions

This report form is to be used by beneficiaries when **at least 70% of the amount of first pre-financing** payment has been used-up and the interim report shall be considered as a request for a further pre-financing payment.

Project Identification

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| --- | --- |
| Action Type | KA201 - Strategic Partnerships for school education  KA202 - Strategic Partnerships for vocational education and training  KA203 - Strategic Partnerships for higher education  KA204 - Strategic Partnerships for adult education  KA205 - Strategic Partnerships in the field of youth |
| Project Agreement Number |  |
| Project Title |  |
| Beneficiary Organisation Full Legal Name (Latin characters) |  |
| Contact Person (Title, first name, last name, e-mail address) |  |
| Reporting Period (dd/mm/yyyy – dd/mm-yyyy) |  |

Summary of Participating Organisations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Role of the Organisation | | PIC of the organisation | Name of the Organisation | Country of the Organisation | Location (city/town) of the Organisation | |
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|  | |  |  |  |  | |
|  | |  |  |  |  | |
| Total number of participating organisations | | | | |

\*Please add additional rows if needed.

Project Implementation

Please summarise the main developments in the project at this interim stage. Describe the activities already completed, the activities currently in progress and the activities to be organised for the remaining project duration.

Are the initial project activities and objectives being carried out and reached so far?

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handle them.

Please provide any relevant information considered necessary for a comprehensive overview of the current and further implementation of the project.

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Project Management

How did the project partners contribute to the project so far? Has the distribution of tasks been adjusted since the application stage?

Has any change in the composition of partners been deemed necessary (as already communicated to the NA), or is any change planned at this stage?

Apart from the project management activities already described, what other activities have you carried out using the budget awarded for Project Management and Implementation? Has the project website been developed (if yes, please provide the URL)?

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Which monitoring activities have you carried out so far in order to assess the extent to which your project is reaching its objectives and producing its results? Have you defined quantitative and qualitative indicators? How is the internal quality assurance process organized, which indicators have you followed? If relevant, how are you measuring the level of success of your project? What measures are being used to handle project risks (e.g. conflict resolution processes, etc.)?

Transnational Project Meetings

Please briefly describe the Transnational Project Meetings that have been organised within your project so far.

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Intellectual Outputs

If you have included Intellectual Outputs in your project, please describe what you have achieved so far.

Please add additional table, if you have more than one Intellectual output.

|  |  |
| --- | --- |
| Output Identification | O1 |
| Output Title |  |
| Output Description |  |
| Start Date (dd-mm-yyyy) |  |
| End Date (dd-mm-yyyy) |  |
| Leading Organisation |  |
| Participating Organisations |  |
|  |  |

Are these Intellectual Outputs being realised in line with the initial expectations and plans? If not, please describe why and what actions will you undertake to achieve your goals. Please describe for which target groups the output is designed for, what is its expected impact and how have you/you are planning to ensure the dissemination and sustainability of the output?

If relevant, please attach any supporting documents (work plans, charts, etc.) to illustrate in detail the progress made in the realisation of the Intellectual Outputs so far.

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Multiplier Events

Please add additional table, if you have more than one Intellectual output.

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| --- | --- |
| Event Identification | E1 |
| Event Title |  |
| Event Description |  |
| Country of Venue |  |
| Start Date (dd-mm-yyyy) |  |
| End Date (dd-mm-yyyy) |  |
| Intellectual Outputs Covered (using Output Identification number) |  |
| Leading Organisation |  |
| Participating Organisations  [+][-] |  |

Learning/Teaching/Training Activities

Please add additional table if needed (if there are more than one type of Learning/Teaching/Training Activities).

|  |  |
| --- | --- |
| Activity No. | C1 |
| Field |  |
| Activity Type |  |
| Activity Description  If you have organised learning, teaching or training activities in your project, please describe in which phase are these activities (organisational planning, programme planning, participant selection, implementation, etc.) Are the activities in line with your plans? If not, please describe why. |  |
| What are the target groups of these activities? |  |
| Provide the location of the activities. |  |
| Please describe the expected impact and sustainability of these activities |  |
| Please provide details on dissemination activities within Learning/Teaching/Training Activities |  |
| No. of Participants |  |
| Participants with Special Needs  *(Please provide the number or participants and describe what kind of support was provided)* |  |
| Accompanying Persons (out of total number of Participants) |  |
| Funded Duration (days) |  |
| Participating Organisations  [+][-] |  |

Follow-up

Impact

What has been the overall project's impact so far on the participants, participating organisations, target groups and other relevant stakeholders? What is the expected contribution of the project?

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Dissemination and Use of Projects' Results

In case already applicable, to whom did you disseminate the project results inside and outside your partnership so far? Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

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Other useful information

If relevant, please provide any other relevant information deemed necessary to give a comprehensive overview of the current implementation of the project.

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Budget

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| --- | --- |
| Financial statement on the EU grant | |
|  | Total amount |
| Grant awarded from the Erasmus+ Programme (as in your Grant Agreement) |  |
| 1st Pre-financing payment: grant already received from the Erasmus+ Programme |  |
| EU grant already used up |  |
| Please provide the percentage of used amount of first pre-financing payment |  |
| 2nd pre-financing payment claimed by the beneficiary to the National Agency |  |

In the table below, provide the budget breakdown of the used-up amount.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PIC of the Organisation | Project Management and Implementation | Transnational Project Meetings | Intellectual Outputs | Multiplier Events | Learning/Teaching/Training Activities | | | | Special Needs Support | Exceptional Costs | Total (Calculated) |
| Travel Costs | Individual Support | Linguistic Support Grant | Exceptional Costs (Overseas Countries and Territories Travel Costs) |
|  |  |  |  |  |  |  |  |  |  |  |  |
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| Total | [SUM] | [SUM] | [SUM] | [SUM] | [SUM] | [SUM] | [SUM] | [SUM] | [SUM] | [SUM] | [SUM] |
| **TOTAL AMOUNT SPENT** | | | | | | | | | | |  |

Please add additional rows if necessary (if you have more partners).

Checklist

Before submitting interim report, please check that each of the criteria below have been met in full and tick them off:

|  |  |  |
| --- | --- | --- |
| **Check-list** | **Tick the items off below** | |
| **Criteria** | **Yes** | **No** |
| The report is written in English or in Serbian, or in the language in which the project was submitted |  |  |
| All reports fields have been filled |  |  |
| An adequate reporting form was used |  |  |
| If the mobility is going to be organized soon or if it has been already implemented, relevant data is provided through the Mobility Tool |  |  |
| Interim report and supporting documents are placed in the beneficiary space |  |  |
| Interim report has been signed using electronic signature by the legal representative of the beneficiary |  |  |
| Checklist is filled |  |  |

Beneficiary Signature

I, the undersigned, certify that the information contained in this interim report form is accurate and in accordance with the facts.

|  |
| --- |
| Place: Date (dd-mm-yyyy):  Name of the beneficiary organisation:  Name of legal representative:  Signature: |