**Individual INTERIM Report / Project INTERIM Report[[1]](#footnote-1)**

**Part A – Narrative report**

**A.1 Individual INTERIM Report identification (to be filled in only for Individual INTERIM Report)**

|  |  |
| --- | --- |
| Project title | *Pre-filled from AF* |
| Project acronym | *Pre-filled from AF* |
| Project index number | *Pre-filled* |
| Project duration | No of months |
| Thematic objective | *Pre-filled from AF* |
| Programme priority | *Pre-filled from AF* |
| Name of the Beneficiary organisation | *Pre-filled from AF* |
| Individual INTERIM Report number |  |
| Reporting period | *DD.MM.YYYY – DD.MM.YYYY* |
| Contact details of person responsible for the report | *name, e-mail address, telephone* |

**A.1 Project INTERIM Report identification (to be filled in only for Project INTERIM Report)**

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | | *Pre-filled from AF* | |
| Project acronym | | *Pre-filled from AF* | |
| Project website | | *If available* | |
| Project index number | | *Pre-filled* | |
| Project duration | | No of months | |
| Start date | End date | *Pre-filled from GC* | *Pre-filled basing on GC* |
| Date of signature of the Grant Contract | | *DD.MM.YYYY* | |
| Thematic objective | | *Pre-filled from AF* | |
| Programme priority | | *Pre-filled from AF* | |
| Name of the Lead Beneficiary organisation | | *Pre-filled from AF* | |
| Project INTERIM Report number | |  | |
| 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 output indicator** | **Target value[[2]](#footnote-2)** | **Sources and means of verification** | **Achieved in this reporting period** | **Level of achievement[[3]](#footnote-3)** (cumulative for the entire project including current period) | **% of indicator achievement reported so far** |
| *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* |  | *Suggested options:*  *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* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Achievement of project output indicators, selected in AF from the suggested list** | | | | | |
| **Name of output indicator** | **Target value[[4]](#footnote-4)** | **Sources and means of verification** | **Achieved in this reporting period** | **Level of achievement[[5]](#footnote-5)** (cumulative for the entire project including current period) | **% of indicator achievement reported so far** |
| *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* |  | *Suggested options:*  *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* |  |

**A.4 Reporting per Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity 1[[6]](#footnote-6)** | **Activity 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* |
| **Beneficiary responsible** | *Pre-filled from AF* | | | |
| **Activity status** | *Suggested options: 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 beneficiaries were 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication activity 1[[7]](#footnote-7)** | **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** | *Suggested options: 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**

|  |
| --- |
| 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**

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

**Part B - Project finance report**

Please refer to the Excel form (*Finance\_ 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 beneficiary).

**Annexes**

Please list all the attachments.

**Beneficiary signature (to be filled in only for Individual INTERIM Report)**

|  |  |
| --- | --- |
| Place and date |  |
| Name of signing person |  |
| Position of signing person |  |
| Signature of the Beneficiary |  |
| Stamp of the Beneficiary |  |

**Lead Beneficiary signature (to be filled in only for Project INTERIM Report)**

|  |  |
| --- | --- |
| Place and date |  |
| Name of signing person |  |
| Position of signing person |  |
| Signature of Lead Beneficiary |  |
| Stamp of Lead Beneficiary |  |

**Declaration of the beneficiary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[8]](#footnote-8)**

**(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. Underline the relevant type of INTERIM Report. For the beneficiary level it should be “Individual INTERIM Report”, for the project level it should be “Project INTERIM Report”. [↑](#footnote-ref-1)
2. For the Individual INTERIM Report please insert target value relevant for the given beneficiary. For the Project INTERIM Report please insert target value relevant for the whole project. [↑](#footnote-ref-2)
3. Level of achievement needs to be selected also in case no output has been achieved in this reporting period. [↑](#footnote-ref-3)
4. For the Individual INTERIM Report please insert target value relevant for the given beneficiary. For the Project INTERIM Report please insert target value relevant for the whole project. [↑](#footnote-ref-4)
5. Level of achievement needs to be selected also in case no output has been achieved in this reporting period. [↑](#footnote-ref-5)
6. Add as many activities as needed. [↑](#footnote-ref-6)
7. Add as many tables as needed. [↑](#footnote-ref-7)
8. to be signed by each beneficiary [↑](#footnote-ref-8)