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| **Project Final Report** |

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| PLACE FOR PROJECT LOGO |

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| **Project Acronym** |  | | | | |
| **Project title** |  | | | | |
| **Lead Beneficiary** |  | | | | |
| **Project start date** |  | **Project end date** |  | **Duration** |  |
| **Priority Axis** |  | | | | |
| **Specific Objective** |  | | | | |
| **Call Code** |  | **Ref. Nr.** |  | **MIS Code** |  |
| **Date of Submission** |  | | | | |

**BACKGROUND**

The scope of the Project Final Report is to provide all the necessary information on the performance, results and impacts of the entire project. The material of the report will be used by the Managing Authority and the Joint Secretariat for disseminating and communicating the Programme’s outcomes, for improving the implementation procedures on a project and Programme level and for preparing the ground for defining the strategies and priorities of the next Programming Period. For this reason, projects are recommended to place significant emphasis on their added value and highlight the benefits drawn by the project outcomes on the different target groups within the Programme area.

The Final Report consists of the present report and 2 Annexes:

* Annex A: The final Application Form

The final Application Form must be completed with all the information, updated according to the actually implemented activities. For the sections where similar information as in the Project Final report is requested to be filled, i.e.:

* Information and publicity
* Sustainability of results
* Added value
* Impact on target groups

beneficiaries must provide in the Application Forms just a brief description. It must be noted that all the tables related to the budget must be filled in with the **actually verified** **costs**.

The final Application Form must be also signed and stamped.

* Annex B: Publicity Materials

For a more effective visibility and promotion of its outcomes and projects, the Programme requests for any kind of publishable visual materials/products that could be used in different communication events on transnational and national level. These could be:

* project publications
* posters, brochures, newsletters
* indicative photographs, pictures, illustrations that could be integrated in a Programme brochure

According to Article 71 of the [REGULATION (EU) No 1303/2013](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013R1303&from=el) and the articles 2.3, 7.3 and 11 of the Subsidy Contract, all deliverables produced in the framework of a project and financed by the Programme, should be kept free of all rights and be stored for at least 3 years after the closure of the project.

Specifically for the I&P material of a project, its copies should be available for a period of 2 years after the contractual end of the project.

Therefore, for the closure of the projects, LB/PBs must collect all the deliverables developed/produced, which will be made available for use and download on the project websites. The deliverables should be organised following the structure of the project’s work plan in the Application Form.

To further ensure the durability of the deliverables, LB/PBs are advised to also upload their project deliverables on an online file sharing platform such as OneDrive, GoogleDrive etc. and share the link with the JS. If the free storage option available is exceeded, then the LB should send all deliverables with a USB/DVD. Please note that WeTransfer application is not a valid option since the sharing link has a short expiration date.

More details are available in the Information and Publicity Guidebook of the Programme.

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| *Important Note*  *The Project Final Report will be submitted to the JS two months after the issuance of all certificates of verified expenditure of all the project beneficiaries. The Project Final Report and Annex A must be submitted electronically, signed and stamped by the Legal Representative of the Lead Beneficiary and uploaded on MIS.*  *Please note that the Final Project Report is attached by the LB to the Final Application Form.*  *The Letter of Acceptance when issued will be attached to the Final Application Form by the MA/JS.* |

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| 1. **Final Executive Summary** (Max 500 words) |
| *Projects must provide a summary of the main project activities, achievements, added value and overall impact on the target groups. This text should be able to stand alone and must be suitable for publication.* |
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| 1. **Impact on Target Groups, Added Value, indicator achievement and cross border cooperation** (Max 300 words) |
| *Definition of the target groups and location of project activities. Description of the benefits and influence of the project as well as the added value created by the cross-border profile of the project. In this part a more extent elaboration of the added value of the project is requested compared to the information required in the final Application Form. Elaboration on the level of achievement of the indicator(s) of the project.* |
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| 1. **Project Indicators** | | | | |
| *Insert the output and result indicators as outlined in the approved Application Form. Provide a short justification on how the values were achieved in the project including a justification for the cases where some of these were not achieved.* | | | | |
| * 1. **Output Indicators** | | | | |
| Indicator Title | Unit of Measurement | Target Value (Application Form) | Achieved Value (end of the Project) | Justification/Comments |
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| * 1. **Result Indicators** | | | | |
| Indicator Title | Unit of Measurement | Target Value (Application Form) | Achieved Value (end of the Project) | Justification/Comments |
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| 1. **Sustainability of results and follow-ups** (Max 400 words) |
| * *Outline on the sustainability of project results on an operational and financial level after the end of the financing period as well as the potential for their transferability and long-lasting effects.* * *Description of the measures implemented for ensuring the sustainability of the project results on a medium/long term basis and possible actions (follow-up) after the project closure.* * *Definition of possible capitalisation activities.* * *Description of further potential cooperation of the partnership in relation to the project’s activities.* |
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| 1. **Publicity and Visibility of the project** (Max 300 words) |
| * *Description of the actual communication strategy followed and summary of measures taken with regard to project results.* * *Indication of the main dissemination products (website, equipment, etc) and means of dissemination during the lifecycle of the project (conferences, press releases etc).* * *Provision of information on additional measures planned after the end of the project.* * *Description of the impact of the communication strategy to the project’s sustainability of the results.* |
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| 1. **Problems/Challenges faced and proposals** (Max 300 words) |
| * *Main issues and challenges encountered during the implementation of the project (management, financial, operational, communication, etc)* * *Description of resolution measures and processes followed* * *Contribution of the Programme bodies to problem mitigations (Managing Authority, Joint Secretariat, National Authority, etc)* * *Proposed improvements, suggestions, recommendations for the next Programming period* |
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| 1. **Control and Audit procedures performed during the project’s implementation** (Max 300 words) |
| * *Brief description of the controls performed (On the spot visits by the JS/MA, First Level Controls, Second Level Controls, etc)* * *Suggestions and recommendations by the competent bodies* * *Compliance by the beneficiaries* |
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1. **Resources Committed**

The following table provides an overview of the resources actually approved for the project with the Subsidy Contract for each beneficiary and the resources actually committed and verified. This table must be in line with the information provided in Final Application Form.

Double click in the following table in order to generate the excel format.

Table 1: Financial overview of the project



1. **Contact details and Signature**

Contact details for obtaining information about the project after its official closure.

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| Title of the institution of the Lead Beneficiary in English |  |
| Title of the institution of the Lead Beneficiary in original language |  |
| Legal Representative |  |
| Position of the legal representative in the organisation |  |
| Contact Person for the project |  |
| Project Manager |  |
| Financial Manager |  |
| Address |  |
| Country |  |
| Telephone |  |
| e-mail |  |
| fax |  |
| Institution’s website |  |
| Project website |  |

Place, date: ………………………………………………………..

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Name and title of the signatory:

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Signature and stamp of the Legal Representative of the Lead Beneficiary