



HELLENIC REPUBLIC
MINISTRY OF
DEVELOPMENT AND INVESTMENTS

Interreg - IPA CBC 
Greece - Albania

Final Project Report

PLACE FOR PROJECT
LOGO

Project Acronym			
Project title			
Lead Beneficiary			
Project start date	Project end date	Duration	
Priority Axis			
Specific Objective			
Call Code	MIS Code		
Date of Submission			

BACKGROUND

The scope of the Final Project Report is to provide all the necessary information on the performance, results and impacts of the implemented 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 project and Programme level and as valuable input for preparing the ground of future Calls of Proposals in the next Programming Period. For this reason, beneficiaries are recommended to place significant emphasis on the added value and highlight the benefits drawn by the project outcomes on the different target groups within and/or outside the Programme area.

The Final Project 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 Final Project 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/certified costs**.

- 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](#) 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.

Important Note

*The Final Project Report will be submitted to the JS **two months** after the issuance of all certificates of verified expenditure of all the project beneficiaries.*

Please note that the Final Project Report is attached by the LB to the Final Application Form in the MIS.

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.

2. 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. Additionally:

- *The LB must indicate that the project has adhered to accessibility requirements, if any, following project description.*
- *Provide update of the status on generating revenues for the LB/PBs after the evaluation stage.*

3. 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.*

4. 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.*

5. 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*

6. 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*

7. Resources Committed

The following table provides an overview of the resources actually approved for the project with the Subsidy Contract for each project beneficiary and the resources actually committed and certified. In case of financial corrections imposed, the column "Certified expenses after corrections" is filled in accordingly, otherwise this column will coincide with the "Certified budget". This table must be in line with the information provided in Annex 1 (Final Application Form) of the Final Project Report.

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

Table 1: Financial overview of the project

Beneficiary Nr	Beneficiary Institution	COUNTRY	APPROVED BUDGET	CERTIFIED BUDGET	DIFFERENCE	CERTIFIED EXPENSES AFTER CORRECTIONS
LB (PB1)					0,00 €	
PB2					0,00 €	
PB3					0,00 €	
PB4					0,00 €	
PB5					0,00 €	
PB6					0,00 €	
PB7					0,00 €	
PB8					0,00 €	
PB9					0,00 €	
PB10					0,00 €	
Total			0,00 €	0,00 €	0,00 €	0,00 €

8. Contact details

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

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	
LB Institution's website	
Project website	

Place, date: