# Part I. Project identification and summary

## Project number

<table>
<thead>
<tr>
<th>Please insert the reference as indicated in your agreement:</th>
<th>Postmark/Date of receipt</th>
</tr>
</thead>
</table>

## Name of the beneficiary

<table>
<thead>
<tr>
<th>Please indicate the name and acronym of the beneficiary organisation/group:</th>
<th></th>
</tr>
</thead>
</table>

## Title of the project

<table>
<thead>
<tr>
<th>Please insert the project title as indicated in your agreement:</th>
<th></th>
</tr>
</thead>
</table>

## Duration of the project

<table>
<thead>
<tr>
<th>Please indicate the total duration of the project from preparation to evaluation, and also the start and end dates of the actual Exchange Activity.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start date of the project:</strong> / / (date when the first costs incurred)</td>
<td><strong>End date of the project:</strong> / / (date when the last costs incurred)</td>
</tr>
<tr>
<td><strong>The Activity started:</strong> / /</td>
<td><strong>The Activity ended:</strong> / /</td>
</tr>
<tr>
<td><strong>Total duration of the Activity (in days), excluding travel days:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Venue(s):</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Signature of the legal representative

I the undersigned hereby certify that all the information and financial data contained in this final report are accurate and have been supplied to the persons in charge at each of the partner promoters involved in the described Activity.

The beneficiary allows the European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies to make available and use all data provided in this report for the purposes of managing and evaluating the Youth in Action Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Agency (National or Executive) in charge of the management of their application. For projects selected at national level, data subjects may lodge a complaint against the processing of their personal data with the authority in charge of data protection in their country at any time. For projects selected at European level, complaints may be lodged with the European Data Protection Supervisor at any time.

The beneficiary declares having informed the promoters and participants in its project on the provisions and practices regarding data protection applied under the Youth in Action programme.

## Beneficiary

Name, stamp (if available):

## Legal representative

Name in capital letters:  
Signature:

Place:  
Date:
Part I. Project identification and summary (cont.)

### Relevance to the general objectives of the Youth in Action Programme

Please tick relevant box(es).

**The project:**
- promotes young people’s active citizenship in general and their European citizenship in particular;
- develops solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- fosters mutual understanding between young people in different countries;
- contributes to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field;
- promotes European cooperation in the youth field.

### Relevance to the priorities of the Youth in Action Programme

Please tick relevant box(es).

**Permanent thematic priorities**
- European Citizenship
- Participation of young people
- Cultural diversity
- Inclusion of young people with fewer opportunities

**Annual priorities**
- European Year for Combating Poverty and Social Exclusion
- Youth unemployment
- Global challenges (such as sustainable development, climate change, migrations and the Millennium Development Goals)

**National priorities**
- If so, please specify:

### Type of Activity

Please tick the boxes corresponding to the Exchange for which you are submitting this final report.

**This project was a Youth Exchange of the following type:**
- (tick one box only)
  - bilateral (2 promoters from different Programme countries)
  - trilateral (3 promoters from different Programme countries)
  - multilateral (at least 4 promoters from different Programme countries)

**The beneficiary:**
- (tick one box only)
  - hosted a/several group(s)
  - sent a group to another country
  - was Coordinating Organisation of the project

### Main themes for the Activity

Please tick not more than 2 boxes.

- European awareness
- Inter-religious dialogue
- Anti-discrimination
- Art and Culture
- Gender equality
- Disability
- Roma communities
- Non-discrimination based on sexual orientation
- Minorities
- Urban/Rural development
- Youth policies
- Media and communications/Youth information
- Education through sport and outdoor activities
- Health
- Environment
- Other - If so, please specify
### Summary of your project

Please, give a brief summary of your project. Please note that this paragraph may be used for publication. Therefore be accurate and include the venue, the type of project, the theme, the objectives, the duration in days, the countries involved, the number of participants, the implemented activities, the methods applied and the amount of the EU grant. The summary should be written in English, French or German, regardless of which language you use to fill in the rest of this report. Please be concise and clear.

---

Please, indicate and explain the reasons for eventual changes between your initial application and the activities finally implemented, e.g. composition of partner promoters and/or participants, duration of the Activity, Activity programme.
Part II. Beneficiary

REPORTING OBLIGATIONS (Please consult your agreement before elaborating this report)

The final report should be submitted within two months following the end date of the project.

The final report includes one narrative section on the carrying out of the project, and one financial part. The beneficiary must fill in both parts. Failure to accomplish the reporting obligations entitles the Education, Audiovisual and Culture Executive Agency or the relevant National Agency to demand full reimbursement of sums already paid.

Travel costs, exceptional costs and costs for additional dissemination and exploitation of results must be fully justified with copies of travel tickets and/or copies of invoices or acceptable accounting receipts. Achievements justifying the payment of lump sums and scales of unit costs (preparation costs, Activity costs and costs related to an Advance Planning visit) and costs for additional dissemination and exploitation of results must be described in detail in the narrative report. A signed list of all participants must be enclosed with the report, as well as the final daily Activity programme.

The final calculation of scales of unit costs will be based on the actual number of participants / youth leaders and the actual duration (number of days) considered eligible for the project.

Details of the beneficiary

Name ____________________________
Street address ____________________________
Postcode ____________________________ City ____________________________
Region ____________________________ Country ____________________________
Email ____________________________ Website ____________________________
Telephone ____________________________ Telefax ____________________________

Person authorised to sign the contract on behalf of the applicant (legal representative)

Family name (Ms/Mr) ____________________________ First name ____________________________
Position/function ____________________________

Person to contact for questions on this report (contact person)

Family name (Mr/Ms) ____________________________ First name ____________________________
Position/function ____________________________
Email ____________________________
Telephone ____________________________ Telefax ____________________________

Profile of the applicant

Type and status
☐ Non profit/non governmental organisation
☐ Public body
☐ Informal group of young people
☐ Body active at European level in the youth field (ENGO)
☐ Other – please specify:

Activity level
☐ Local
☐ Regional
☐ National
☐ European/International
### Part III. Partner promoter(s) and participants

If more space is needed, please add rows.

#### A. Information on the PROMOTER(S) directly involved in the project

Please list here the partner promoter(s) in your project. If partner promoter(s) have changed since the grant approval, provide their complete address in this list.

<table>
<thead>
<tr>
<th>Country</th>
<th>Name of the promoter, location</th>
<th>Contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### B. Information on the YOUNG PEOPLE directly involved in the project

Please give information about the composition of the groups of young people by country of residence participating in the project (not including the group leaders). This list has to match with the signed participant list annexed to this report.

<table>
<thead>
<tr>
<th>Country of residence</th>
<th>Total number of young people</th>
<th>Distribution by gender</th>
<th>Distribution by age group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

#### C. Information on the GROUP LEADERS directly involved in the project

Please note that the group leaders should only be mentioned in this table, not in Table B.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year of birth</th>
<th>Gender (M/F)</th>
<th>Country of residence</th>
<th>Languages spoken</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

TOTAL of participants (young people and group leaders)
**Part IV. Project implementation**

The points below are intended to serve as a guide for your description of the activities undertaken with your partners within the context of your Youth in Action project. Do not hesitate to mention difficulties and problems you have encountered and other matters that you consider helpful for other groups or organisations, which would organise similar activities in the future.

Please enclose with this report the products developed during the project (video, photos, website, etc.) and information on how these were disseminated.

*If more space is needed, please extend boxes.*

### Description of activities

Please give a general description of the Exchange. Indicate the implemented activities, the working methods used and how the partners were involved.

Please attach the final daily timetable of activities.

### Protection and safety

Did you face critical situations that endangered the safety of participants? If so, please describe the situation and how you handled it.

Describe improvements you would make if you were to repeat the experience.

### Preparation

Please explain how you prepared the project within your own group and with your partner(s) (meetings, activities, communication, etc.).

---

**Did you organise an Advance Planning Visit?**  
Yes ☐  No ☐

If so, please indicate the dates and venue and attach the final programme. How did the APV help you in the organisation of your project?
### Practical organisation

Please describe:
- how the logistical and practical arrangements were organised (transport, accommodation, etc),
- which languages were used most frequently during the scheduled activities and free time, including information on language assistance provided,
- which practical and logistical improvements you would make if you were to repeat the experience.

### Financial aspects

Please describe your experience with additional funding for this project (in addition to the Youth in Action Programme grant). Include information if you had difficulties in your efforts to secure this additional funding.

### Involvement of young people

Please explain:
- how the participants were selected and the groups set up,
- how the young people were involved in each stage of the project.
Intercultural dimension
Please explain if and how the following aspects have been tackled in your project:

- young people's positive awareness of other cultures,
- dialogue and intercultural encounters with other young people from different backgrounds and cultures,
- prevention and fight against prejudice, racism and all attitudes leading to exclusion,
- sense of tolerance and understanding of diversity.

Please indicate which activities made the greatest contribution to the intercultural learning of the participants.

European dimension
Please explain if and how the following aspect have been tackled in your project:

- young people’s sense of European citizenship and their role as part of the present and future of Europe,
- common concerns for European society, such as racism, xenophobia and anti-semitism, drug abuse,…
- EU topics, such as EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people,
- founding principles of the EU, i.e. principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Evaluation
Please give details regarding evaluation you carried out with your partners and within each group, both during the Exchange and after the project was finished.
**Impact, multiplying effect and follow-up**

Please explain:
- who benefited from the Exchange in addition to the participants directly involved,
- the impact on the local community and how it was involved in the project,
- the multiplying effect and sustainable impact in a long term perspective,
- the follow-up of this Youth Exchange, if planned (e.g. new projects within the framework of the Youth in Action Programme, continuous contact with the promoter(s), etc.)?

**Visibility**

Please describe:
- how you ensured the visibility of the project,
- how your project provided clear promotional added value for the Youth in Action Programme.

**Dissemination and exploitation of results**

Please give a detailed description of standard measures undertaken to disseminate and exploit the results of the project.

Did you implement additional measures assuring dissemination and exploitation of project's results?  
Yes ☐  No ☐

If so, please describe them, give additional information on the target group and include the timetable of your activities.
**Inclusion of young people with fewer opportunities**

Did your project involve young people with fewer opportunities (facing situations that make their inclusion in society more difficult, see main situations/obstacles identified here below) and/or special needs (mobility problems, health care, etc.)? Explain how the Activity programme was adapted to particular needs of participants.

---

**Number of young people with fewer opportunities directly involved in the project (out of the total number of participants indicated in Part III, Table B of this form):**

Please tick the situation(s) they face:

- [ ] Social obstacles
- [ ] Economic obstacles
- [ ] Disability
- [ ] Educational difficulties
- [ ] Cultural differences
- [ ] Health problems
- [ ] Geographical obstacles
- [ ] Other – please specify:

---

**Achievements**

According to what you described above, please summarize what you achieved with this Youth Exchange in relation with e.g.:

- the objectives and the priorities of the Youth in Action Programme (please see the Programme Guide),
- the objectives of the project that you planned,
- the relevance of the theme to the interests and needs of participants,
- the social and personal development of the participants (including non-formal learning objectives).
**Youthpass**

Did you informed participants about their possibility to receive a Youthpass Certificate?  
- [ ] Yes  
- [ ] No

How many Youthpass Certificates did you issue?  

In case you issued one or more Certificates did you also fill-in the sections relating to descriptive parts of the Youthpass Certificate (Individual activities undertaken…)?  
- [ ] Yes  
- [ ] No

---

**Additional information**

Give any additional information, observations, comments or recommendations that may be useful for future projects as well as to the European Commission, the Education, Audiovisual and Culture Executive Agency or the National Agency. You may give some indication of participants’ personal assessments of the project with the support of two or three individual evaluations. Describe specific difficulties you encountered in implementing your project.
Part V. Financial report

For further information, please consult the Youth in Action Programme Guide for funding rules and your agreement for accepted amounts. Please note that the Executive Agency and National Agencies may modify the amounts indicated in the grant request according to the funding rules of the Programme Guide.

<table>
<thead>
<tr>
<th>A. Budget summary</th>
<th>Total amount as accepted in your agreement</th>
<th>FINAL STATEMENT</th>
<th>Final assessment (to be filled in by NA or EACEA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel costs (70% of actual costs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Planning Visit – travel costs (100% of actual costs) if applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Planning Visit – other costs (scale of unit costs) if applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation costs (scale of unit costs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity costs (lump sum + scales of unit costs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptional costs (100% of actual costs) – if applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costs for additional dissemination and exploitation of results (100% of actual costs – up to € 500 x number of promoters – maximum € 2 500)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total grant</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Co-financing</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Own resources</td>
<td></td>
</tr>
<tr>
<td>Other contributions to this project (please specify each source):</td>
<td></td>
</tr>
<tr>
<td><strong>Total of co-financing</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Payments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-financing payment already received from the Youth in Action Programme</td>
<td></td>
</tr>
<tr>
<td>Expected balance claimed OR to be reimbursed to the Youth in Action Programme</td>
<td></td>
</tr>
</tbody>
</table>
## D. Detailed calculation of final grant request

*If more space is needed, please add rows.*

### Travel costs (young people and group leaders)

<table>
<thead>
<tr>
<th>Promoter</th>
<th>Number of persons</th>
<th>From</th>
<th>To</th>
<th>Means of transport</th>
<th>Total costs (100%)</th>
<th>Grant requested (70%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

### Advance Planning Visit – travel costs (if applicable)

<table>
<thead>
<tr>
<th>Promoter</th>
<th>Number of persons</th>
<th>From</th>
<th>To</th>
<th>Means of transport</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

### Advance Planning Visit – other costs (if applicable)

<table>
<thead>
<tr>
<th>Promoter</th>
<th>Number of persons</th>
<th>Venue</th>
<th>Number of nights</th>
<th>Unit cost per night</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

**TOTAL ADVANCE PLANNING VISIT**

### Preparation costs – scale of unit calculation

<table>
<thead>
<tr>
<th>Number of promoters</th>
<th>Unit cost per promoter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Activity costs – scale of unit calculation (promoters)

<table>
<thead>
<tr>
<th>Country</th>
<th>Number of participants</th>
<th>Number of nights</th>
<th>Unit cost per night</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

### Activity costs – scale of unit calculation (young people and group leaders)

<table>
<thead>
<tr>
<th>Country</th>
<th>Number of participants</th>
<th>Number of nights</th>
<th>Unit cost per night</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

**TOTAL ACTIVITY COSTS**

### Exceptional costs (if applicable)

<table>
<thead>
<tr>
<th>Specification</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

### Additional costs for dissemination and exploitation of results (if applicable)

<table>
<thead>
<tr>
<th>Specification</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
### List of participants and leaders
(For more participants use copies of this page or extend the list with copy/paste of rows below)

<table>
<thead>
<tr>
<th>N°</th>
<th>Family name, first name</th>
<th>Date of arrival</th>
<th>Date of departure</th>
<th>Country of residence</th>
<th>E-mail address</th>
<th>Female (F) or male (M)</th>
<th>Participant (P) or leader (L)</th>
<th>Year of birth</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies inform the participants that all data provided in this report will be used for the purposes of solely managing and evaluating the Youth in Action Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Education, Audiovisual and Culture Executive Agency or the relevant National Agency. Data subjects may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.