

EEA GRANTS 2014-2021: PROGRAMME EDUCATION INSTITUTIONAL COOPERATION PROJECTS – FINAL PROJECT REPORT

A. Final Report Form – EEA grants 2014-2021			
Programme:	CZ-Education	Call:	X
Type of project:	INSTITUTIONAL COOPERATION PROJECTS		
Project number:			
Project title:			
Beneficiary / Project Promoter (name)			
Project start date:	1/8/20XX	Project end date:	31/07/20XX

A.1. Summary of partner organisations			
	Name of partner	City	Country
1.			
2.			
3.			

A.2 Project summary
<p><i>Please provide a short summary of your completed project based on this report. Please be aware that this section (or part of it) may be used by DZS or the Financial Mechanism Office in their publications or when providing information on a completed project. Please be concise and clear. The main points to be stated:</i></p> <ul style="list-style-type: none"> ○ <i>First, explain why the project was needed (describe the challenges the project set out to address).</i> ○ <i>Second, give a short summary of what you did in the project (what activities were implemented, what products were delivered, what services were established, etc.). Why were these activities, products and/or services, etc. important?</i> ○ <i>Third, describe the main results of the project, including any unintended results. What difference has the project made for its end beneficiaries? How has the situation improved as a result of the project? Use facts and figures to support your explanation.</i> ○ <i>Finally, explain what the importance of the project has been (why does it matter that it achieved its results/was successful), making sure to consider the expected long-term impact.</i>
<p><i>Please provide a translation to Czech.</i></p>



Template

B. Project description

Were all the original objectives of the project, as described in the grant agreement, met? Please, also describe any achievements exceeding the expectations, if relevant. How did the project results contribute to the objectives of the Programme and the Outcome? If you could not achieve the planned results, please explain why.

Please describe the activities organised by your project that were supported by the grant from the budget category "Project Management and Implementation" (e.g. coordination and communication between the partners, small scale learning/teaching/training materials, tools, virtual cooperation, local project activities, monitoring and evaluation, etc.).

Please describe the impact(s) of your project on the target groups as well as on the participating institutions. How did you evaluate the project outcome?

To what extent are the positive effects and the results of the project likely to continue?

- not likely to continue
 likely to continue
 sustainable and will continue

If relevant, please describe any difficulties you encountered during the implementation of the project and the way you have handled them.

B.1 Cooperation with donor project partner(s)

Please provide a short summary of your cooperation with your project partner(s).
How did the project benefit from having a donor project partner: what difference did it make? Why was it important to have a donor project partner in the project?
Describe the main results related to the bilateral level (were there any shared results, did the collaboration lead to the improvement of mutual knowledge and understanding, has the partnership(s) had any wider effects?)
Finally, please explain if there are any plans to continue the bilateral collaboration?

How did the project contribute to the strengthening of bilateral relations?

It

- achieved shared results (sharing experience, know-how or working together for joint results)
 improved knowledge and mutual understanding
 generated a broader interest in the project from the stakeholders
 had wider effects beyond the project
 extended the collaboration to the regional and/or European levels (towards the EU and its institutions)
 led to increased visibility (e.g. media coverage)
 other: please specify

What was the level of involvement of the donor project partner(s) in the project?

They

<input type="checkbox"/> attended events in our project <input type="checkbox"/> contributed with presentations and/or input to events <input type="checkbox"/> provided capacity building in our project (in the form of training, etc.) <input type="checkbox"/> worked with us to find common solutions to shared challenges in the project <input type="checkbox"/> other: <i>please specify</i>	
<i>Will the cooperation with the donor project partner(s) continue after the project is completed?</i>	
<input type="checkbox"/> Yes, a formal cooperation agreement is in place <input type="checkbox"/> Yes, continued cooperation is planned <input type="checkbox"/> Contact may continue, but there are no concrete plans for cooperation to date <input type="checkbox"/> No, cooperation will not continue	
<i>How many letters of intent on future collaboration, outside the scope of the EEA and Norway Grants support, with the partner(s) from the donor states have you signed? Please submit a copy of the Letter of intent on future collaboration with this project report.</i>	
<i>Partner(s) from Norway:</i> <i>Partner(s) from Iceland:</i> <i>Partner(s) from Liechtenstein:</i>	

B.2 Other institutions involved	
<i>In case of involvement of a Czech partner institution(s), please describe their contribution to the project results.</i>	
<i>In addition to the above formally participating organisations, did you involve any other organisations in your project? If yes, please state their name and explain their involvement in the project.</i>	

B.3 Communication and dissemination	
<i>Project webpage</i>	
<i>Please describe the promotional activities, which you carried out to promote the project (e.g. seminars, conferences, exhibitions, workshops, press events).</i>	
<i>Please describe the promotional tools, which you used to promote the project (e.g. articles in newspapers, posters, social media).</i>	
<i>Please evaluate your promotional activities. Have you reached your aims and target groups?</i>	

C. Activities

C.1. Intellectual Outputs

<i>Identification¹</i>	<i>Time frame (from MM/YYYY to MM/YYYY)</i>	<i>Please describe the intellectual outputs produced by your project. Please provide detailed information in particular about the nature of the intellectual outputs, used methodology and their contribution in terms of impact and innovation (e.g. new curricula, pedagogical materials, IT Tools, analyses and studies, etc.). Please name the participating institutions. In case there is a difference between what was planned and what was implemented, please explain the reason(s) behind it.</i>

C.2. Multiplier Events

<i>Identification²</i>	<i>Date of the multiplier event</i>	<i>Please describe the multiplier events carried out in your project and the way the multiplier events supported the sharing and dissemination of the produced intellectual outputs. Please name the participating institutions and the country of venue. In case there is a difference between what was planned and what was implemented, please explain the reason(s) behind it.</i>

¹ Fill in the identification number and the title of the intellectual output according to the application form.

² Fill in the identification number and the title of the multiplier event according to the application form.

C.3. Peer-learning activities

<i>Identification³</i>	<i>Date of the peer-learning activity</i>	<i>Please describe the peer-learning activity carried out in your project. Please provide detailed information in particular about the receiving institution, the profile of the participants and the content of the activity. Please describe how the participating institution integrated the competences and experience gained by their staff into the school development plan/internationalisation strategy. In case there is a difference between what was planned and what was implemented, please explain the reason(s) behind it.</i>

C.4. Transnational project meetings

Please describe the realised transnational project meeting(s) – date, participants and agenda. What was the purpose and frequency of the transnational project meetings and who participated in them? How did these meetings serve the purpose of the project coordination and implementation? In case there is a difference between what was planned and what was implemented, please explain the reason(s) behind it.

³ Fill in the identification number and the title of the intellectual output from the application form.

D. Indicators, priorities and policy markers

D.1. Programme indicators

The project's contribution to the achievement of the Programme Outcome 1 within the reporting period. NB: if the indicator is not relevant for your project, please fill in "not applicable".

Indicator	Target set in the Grant agreement	Achieved (<i>give number</i>)	In case there is a difference between what was planned and what was achieved, please explain why
Number of institutions which applied new methods for democracy and citizenship education			
Number of institutions which applied new methods for inclusive education (including Roma inclusion)			
Number of intellectual outputs generated			
Number of peer-learning activities carried out			
Number of people attending peer-learning activities			

D.2. Priorities

If relevant, please describe how the project contributed to the priorities - support of democracy and citizenship education and/or inclusive education.

D.3. Project indicators

If you set up your own indicators, please state the name of the indicator, its target and achievement. NB: if this section is not relevant for you, leave it empty.

Indicator	Target set in the Grant agreement	Achieved	In case there is a difference between what was planned and what was achieved, please explain why

D.4. Policy markers

If relevant, please describe how your project contributed to politically important issues (i.e. Gender equality, Roma inclusion and empowerment, Social inclusion of vulnerable groups other than the Roma, Anti-discrimination or Transparency and anti-corruption).

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E. Budget and Project Financing

This section gives a detailed overview of the final amount of the grant you request.

Copy the total amount for the budget categories from the Annexe(s) "Financial Accounts" (Excel tables). NB: if the budget category is not relevant for your project, please fill in "not applicable".

Budget category	Amount in EUR	Transfer of funds between budget categories (+/-) (If relevant)
Project management and implementation support / <i>Projektové řízení a organizace</i>	EUR	EUR
Transnational project meetings support / <i>Mezinárodní projektová setkání</i>	EUR	EUR
Cost of staff assigned to the project / <i>Mzdové náklady na tvorbu intelektuálních výstupů</i>	EUR	EUR
Multiplier events / <i>Organizace diseminačních akcí</i>	EUR	EUR
Travel / <i>Cestovní náklady</i>	EUR	EUR
Subsistence / <i>Pobytové náklady</i>	EUR	EUR
Special needs support / <i>Náklady na účastníky se specifickými potřebami</i>	EUR	EUR
Exceptional costs / <i>Mimořádné náklady</i>	EUR	EUR
Total grant	EUR	EUR

If relevant, please explain all the budget transfers between the budget categories in line with the budget transfer rules.

Please provide the grant amount assigned to the particular project partner(s).

	Name of the partner	Amount in EUR
1.		
2.		
3.		

E.1. Payments

	Amount
Maximum amount of the grant (see Art. 3.1. of the grant agreement)	CZK
Total amount of pre-financing payment(s)	CZK
Total grant reported	CZK
Specify the requested amount (e.g. total project expenditures up to 100 % of the total maximum amount set in the grant agreement) Vyplňte celkový vynaložený grant, nikoliv jen doplatek.	CZK

F. Annexes

Please note that all the documents mentioned below need to be uploaded into the on-line information system together with the final report.

Before submitting your report to DZS, please check that:

- You have annexed the Excel table(s) with realised activities;
- If the final report is not signed by the legal representative of the beneficiary organisation, you have uploaded the authorisation of the person who has signed it;
- You have provided DZS with visual documentation of the project implementation;
- If relevant, you have annexed the Letter(s) of intent on the future collaboration agreement;
- Other supporting documents as requested in the grant agreement Annex II (e.g. in case of special needs support or exceptional costs)

G. Declaration of Honour

I, the undersigned, certify that

- the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular, the financial data provided corresponds with the activities actually realised and with the funds actually paid, and hereby declare that
- other funds than those allocated through the EEA Grants 2014-2021 Programme Education have not been used to cover the same expenditure in carrying out the Institutional cooperation project.

If relevant, please tick:

- I, the undersigned, hereby declare that the deduction of VAT cannot be claimed.

Name of the legal representative	Date and place	Electronic Signature