



COMENIUS REGIO PARTNERSHIPS

FINAL REPORT
for Partnerships approved in 2012

(grant agreement period 1.08.2012 – 31.07.2014)

Please send this report to your National Agency, duly completed and signed by **30 September 2014**. This report is your request for payment of the balance of the grant. If you want to know how your National Agency will calculate your final grant amount, please refer to General Conditions and Annex IV of your grant agreement.

The questions in **part A** and the Publishable summary report in **part C** concern the **Partnership as a whole**. The participating institutions should agree together on the content of these sections. **Part B** concerns the **individual participating region**.

PLEASE READ CAREFULLY THE "GUIDANCE NOTE ON COMENIUS REGIO PARTNERSHIP REPORTING 2012 – FOR BENEFICIARIES" ACCOMPANYING THIS FORM BEFORE COMPLETING THE FINAL REPORT

General information

Grant Agreement Reference No.:	
Partnership title:	
Your organisation is:	<input type="checkbox"/> Coordinator <input type="checkbox"/> Partner

Name of your organisation [beneficiary]:

Address:

Telephone:

Name of contact person:

Telephone:

E-mail:

Your country/region:

Your partner region main organisation [beneficiary]:

Partner country/region:

Have any of the organisations involved in the project withdrawn or been added? If so, please specify its details and explain the reasons for the changes.

PART A (concerning the Partnership as a whole)

1. PARTNERSHIP OBJECTIVES AND RESULTS

1.1. Partnership objectives

Please explain to what extent the objectives of the Partnership, as indicated in the application form (point C.2), were achieved?

1.2. Activities, Outcomes/Achievements of the Partnership

Please describe: i) the main activities and ii) results/outcomes of your Partnership.

i) Main activities

ii) Results/outcomes

1.3. Distribution of tasks

Please describe the distribution of tasks between participating regions.

1.4. Cooperation and communication

Please describe how the cooperation and communication between participating regions and different actors in the project was organised.

1.5. Impact of the project

Please describe the impact of the Partnership cooperation and its results on:
i) the participating staff; ii) the participating institutions (local/regional institutions, schools, other organisations); iii) local community; iv) other target groups and institutions not participating in the partnership

i) participating staff

ii) the participating institutions

iii) local community

iv) other target groups

1.6. European added value

Please describe the European added value of the project and explain how the project fostered and will foster in future the European cooperation in school education in the participating regions.

2. EVALUATION AND MONITORING

Please indicate how you monitored and evaluated the progress and impact of the Partnership (e.g. regular evaluation sessions, questionnaires for participants, etc.) and what were the main conclusions and consequences of the monitoring and evaluation?

3. DISSEMINATION AND USE OF RESULTS - SUSTAINABILITY

Please indicate how you have disseminated the results of your Partnership at the European level?

Are there elements of the results and products of your Partnership that could be used in other countries?

Do you plan to continue the Partnership cooperation in future? If so, how?

4. PROBLEMS ENCOUNTERED

What problems did you encounter during the implementation of the Partnership and how were they solved?

PART B (concerning your own region)**5. QUANTITATIVE DATA**

A. Mobility: please indicate in the table below the **total number** of participants from your region involved in mobility:

Participation in <u>mobility</u>		
	Female	Male
Total number of people from regional or local authority		
Total number of teachers / school education staff		
Total number of pupils (<i>if any</i>)		
Total number of representatives of other partners		
Total number of representatives from organisations not directly involved in the project activities *		
Total:		
Out of these, people with special needs (<i>if any</i>)		
Accompanying persons (in the case of mobility involving persons with special needs) (<i>if any</i>)		

* **Only if agreed previously with the NA**

B. Topics: Please present in the table below the main thematic areas that the Partnership has dealt with. Please mention maximum 3 in order of importance (please use the topics provided in Annex 1. If necessary you can add a new topic).

Partnership Topics		
	Topic code	Name of topic
1.		
2.		
3.		

6. PARTNERSHIP ACTIVITIES

What activities (other than mobilities) were carried out by your region?

Date	Activity description	Partners involved (use only number of the organisation as at page 1-2)

(Add rows if necessary)

Were all the planned activities accomplished? If not, please explain what activities were not accomplished and for what reason.

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If some of the activities carried out were different from those planned at application stage, please explain why.

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Did other organisations (not directly involved in the Partnership project) take part in the project activities?

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7. DISSEMINATION AND USE OF RESULTS - SUSTAINABILITY

Please indicate how you have disseminated the results within your partner organisations and at the national/regional/local level?

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How do you think that the results and products of your Partnership could be used by others?

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Do you plan to continue cooperation with your regional/local partners in future? If so, how?

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8. SUGGESTIONS/RECOMMENDATIONS

Please provide any further comments and suggestions for the improvement of

Comenius Regio Partnerships.

FINANCIAL PART OF THE REPORT

9. MOBILITY ACTIVITIES¹

Type of grant awarded: 4 MS 8 MS 12 MS 24 MS (M – mobility, S – short distance)
 4 ML 8 ML 12 ML 24 ML (M – mobility, L – long distance)
 † Reduced mobility number: ____

Please fill in the following table for each trip carried out (one table covering all persons that took part in the same trip):
 Copy the table as many times as necessary i.e. one table for each trip.

Host organisation	Destination (place and organisation)	Starting date (dd/mm/yy)	Duration (days)	Nr of persons travelling ²	Out of which nr of persons with special needs
Mobility description (aims, activities and outcomes of the mobility activity):					
Name of each participant:		Organisation:		Position:	

10. TOTAL NON-MOBILITY PROJECT COSTS

¹ Apply to staff or representatives of the participating organisations following rules indicated in annex IV to the Grant agreement.

² In the case of mobility involving persons with special needs, enter accompanying persons such as parents, guardians or carers in this column.

Please present all costs in the project as the total eligible project costs will influence on the calculation of the grant amount. Please read carefully the rules provided in your Grant agreement and in the Lifelong Learning Programme Guide (2012 Call for proposals. Part I: General provisions, part 4E and 4F).

10.1. Subcontracting

Partner organisation incurring the costs	Service or task subcontracted	Name of the sub-contracting organisation	Date services'/incurred provided	Costs (in EUR)
Total:				

(Add rows if necessary)

10.2. Equipment

Partner organisation incurring the costs	Equipment	Date of purchase	No of months in use	Purchase or Rent/Lease (please indicate)	Usage rate (in %)	Yearly Depreciation rate ¹ (in %)	Price (in EUR) ² Without applying depreciation and usage rates	Costs (in EUR) ³ after having applied depreciation and/or usage rates (when applicable)
			(a)	(b)	(c)	(d)	(e)	(f)
Total:								

(Add rows if necessary). Please only enter one item (equipment) per row.

- ¹. Please explain the depreciation rules applied. If the equipment is rented/leased, then the 'Depreciation rate' is not applied'
- ². Price refers to the total amount the equipment costs without applying the depreciation and the usage rates.
- ³. Costs refer to the amount the equipment costs after having applied depreciation and/or usage rates (when applicable). If 'depreciation' and 'usage' rates are applicable, please apply as follows ($e \times d \times (a / 12) \times c$). If only usage rate is applicable, please apply as follows ($e \times c$)

10.3. Other direct costs

Partner organisation incurring the costs	Type of costs	Date of purchase	Costs (in EUR)
Total:			

(Add rows if necessary)

10.3 a. Other direct costs – Details on travel and subsistence costs (Other direct costs)

This table shall help to provide information on travel and subsistence costs when done by third parties and included in Other direct costs (see rules in LLP Guide 2012.Part I: General provisions, part 4 F "subsistence costs" and "travel costs")

Partner	Name of the person	Purpose of the trip	City and Country of departure		City and Country of destination		Start date dd/mm/yy	End date dd/mm/yy	Travel costs in EUR	Subsistence costs in EUR	Total costs in EUR

10.4. Staff costs

Organisation incurring the costs	Staff (Surname, first name)	Category of staff ¹	Salary per day	No of working days	Costs (in EUR)
Total:					

(Add rows if necessary)

¹ Staff categories: Manager; Researcher/Teacher/Trainer; Technical; Administrative (See LLP Guide (2012 Call for proposals) Part I, Chapter 4F, table 5a.

11. SUMMARY

	Project costs
1. Lump sum amount	
2. Subcontracting	
3. Equipment	
4. Other direct costs	
5. Staff costs	
Total project costs	
Income generated by the project, if any*	

* Declare here the income generated by the project activities, if any (i.e. revenues from the sale of a book developed by the partnership during the contract period).

I hereby declare that my organisation is unable to recover VAT (please tick the box if applicable)

N.b. - VAT is not an eligible cost, unless the beneficiary can show that he is unable to recover it. In this case, please provide evidence (Art. 14.4 of the Part B- Financial provisions to the grant agreement). If the beneficiary can recover VAT, the costs declared in subcontracting, equipment, other direct costs and staff costs have to exclude VAT.

**PART C Publishable summary report
(concerning the Partnership as a whole)**

Project Title |

**Partnership reference
number** |

Partner Regio 1
Coordinator organisation: |
Partner organisations: |

Partner Regio 2
Coordinator organisation: |
Partner organisations: |

Objectives of the project:

Main results and conclusions:

Impact and use:

Name of contact person(s):

Telephone:

E-mail:

Partnership Website:

12. GRANTHOLDER'S DECLARATION TO BE SIGNED BY THE PERSON LEGALLY AUTHORISED TO SIGN ON BEHALF OF THE BENEFICIARY

"I, the undersigned, certify that the information contained in this Final Report is correct to the best of my knowledge".

Signature: _____ Date: _____

Name of signatory: _____

Position within the organisation: _____

Name of the applicant organisation: _____

Stamp of the organisation (if required by your National Agency):

ANNEX 1

TOPIC-1 - Active citizenship
TOPIC-2 - Addressing target group with special needs
TOPIC-3 - Artistic education (also including Arts, Crafts and Music)
TOPIC-4 - Assessment, certification, valuing learning
TOPIC-5 - Basic skills
TOPIC-7 - Combating failure in education
TOPIC-8 - Comparing educational systems
TOPIC-9 - Consumer education
TOPIC-10 - Cultural heritage
TOPIC-11 - Development of training courses
TOPIC-12 - Education of specific target groups (children of occupational travellers, migrants, Roma)
TOPIC-14 – Educational institution management
TOPIC-15 – Environment/ sustainable development
TOPIC-16 – Ethics, religions, philosophy
TOPIC-17 – European citizenship and European Dimension
TOPIC-18 – European Project management
TOPIC-19 – Family/ parent education
TOPIC-20 – Fight against racism and xenophobia
TOPIC-21 – Foreign language teaching and learning
TOPIC-22 – Gender issues, equal opportunities
TOPIC-23 – Career guidance & counselling
TOPIC-24 – Health education
TOPIC-25 – New technologies, ICT
TOPIC-26 – Inclusive approaches
TOPIC-27 – Intercultural education
TOPIC-28 – Intergenerational learning/learning in later life/senior citizens
TOPIC-29 – Learning about European countries
TOPIC-30 – Learning opportunities for people at the risk of social marginalisation
TOPIC-31 – Physical education and sports
TOPIC-34a – Methods to increase pupil motivation
TOPIC-34b – Methods to increase students motivation
TOPIC-35 - Other
TOPIC-36 – Pedagogy and didactics
TOPIC-37 – History and social science
TOPIC-38 – Pedagogy of environmental pedagogy
TOPIC-39 – Media and communication
TOPIC-40 – Pedagogy for less widely taught and less used languages (LWULT)

TOPIC-41 – Mathematics
TOPIC-42 – Natural sciences
TOPIC-43 – Pedagogy of science and technology
TOPIC-44 – Pedagogy of special needs education
TOPIC-47 – Quality and evaluation of education
TOPIC-48 – Quality assurance strategies/ indicators and benchmarks
TOPIC-49a – Raising pupils achievements
TOPIC-49b – Raising students achievements
TOPIC-50 – Regional identity
TOPIC-51 – School cooperation with local community
TOPIC-52 – School management, school autonomy
TOPIC-53 – Second chance education
TOPIC-54 – Social integration/ exclusion
TOPIC-56 – Strategies for learning communities
TOPIC-57 – Strategies for stimulating demand for learning
TOPIC-59 – Training for inspectors
TOPIC-60 – Violence at school – peace education
TOPIC-61 - Volunteering
TOPIC-63 – Development of common training contents and concepts
TOPIC-64 – Economics, business, industry and commerce
TOPIC-65 – Geography
TOPIC-68 – Recognition of non-formal and informal learning
TOPIC-69 – Reinforcing links between education and working life
TOPIC-71 – Vocationally oriented language learning