

Guidance note on Comenius Regio Partnership project reporting 2013 for beneficiaries

Introduction

This document is designed to help the beneficiaries of Comenius Regio grants to prepare the final report requested in Article IV and Annex III of the Grant Agreement. The final report is a contractual obligation and should be submitted within 60 days after the end of the partnership project.

The Final Report is designed to provide the National Agency with all relevant information concerning the implementation of the project. The National Agency will evaluate the report in accordance with the Grant Agreement and the rules provided in the Lifelong Learning Programme Guide (2013 Call for proposals) Part I: General provisions, part 4E and 4F. Payments or recoveries shall be made after the National Agency's approval of the report.

When filling in the form, please take into account the information you previously provided in the application form. If there is a discrepancy between what was planned and what has been carried out, please explain why.

Please be careful to follow the structure provided and to complete all of the sections described below. Please ensure that any acronyms used are clearly explained.

The Final report must be signed by the person legally authorised to sign on behalf of the beneficiary.

Structure of the Final Report

The Final Report consists of four parts:

- General information;
- Part A concerning the Partnership as a whole, to be prepared on the basis of mutual agreement between the participating institutions;
- Part B concerning the individual region including the financial part of the project.
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- Part C – a publishable summary report covering results, conclusions and impact of the Comenius Regio partnership project as a whole. The participating institutions of both regions should agree on the content. The same publishable report should be sent to both National Agencies.

General information

In the first part of the Final Report the beneficiary should present information concerning its own institution and the partners involved in the project.

The information should be valid as of the day the Final Report is signed. It means that if there was a change of partner or change of the address, the data in the Final Report may not be the same as in the application form or the Progress Report.

Part A

Part A concerns the **Partnership as a whole**. The participating institutions of **both regions should agree on the content of this section**. The content of part A should be presented in Final Reports submitted to both National Agencies.

1. PARTNERSHIP OBJECTIVES AND RESULTS

1.1. Partnership objectives

The beneficiary should provide an overview of the project objectives and explain whether or not these objectives were achieved (please refer to C.3 and C.6 of the application form).

1.2. Activities, Outcomes/Achievements of the Partnership

The main activities of the partnership during the 2 years should be described, as well as the main results/outcomes obtained. If applicable, explain the reasons for deviations from activities/outcomes planned in the Grant application (Annex I).

1.3. Distribution of tasks

The beneficiary should present the distribution of tasks between the participating regions.

1.4. Cooperation and communication

The beneficiary should describe whether the cooperation and communication (e.g. videoconferences, e-mails, phone talks, regular correspondence, newsletters, and use of ICT) between participating regions and different actors was appropriate and effective.

1.5. Impact of the project

The beneficiary should present the impact of the Partnership cooperation and its results at European level. Please indicate if the results of the Partnership have had an impact on the different target groups, on the participating institutions/organisations, on other organisations working in the same theme or any other group. Information on impact at national, regional or local level is requested in Part B and should not be presented here.

1.6. European added value

The beneficiary should present the European added value of the project, e.g. whether the project achieved results which would not have been attained by activities carried out entirely within one country. Please indicate whether the partnership project fostered European cooperation in school education in the participating regions.

2. EVALUATION AND MONITORING

Here, the description of the monitoring and evaluation methods applied in the project should be presented (frequency and tools used, e.g. questionnaires, surveys, feedback from conference participants). The beneficiary should also describe the main conclusions and consequences of the monitoring and evaluation and the changes made to the project based on those conclusions.

3. DISSEMINATION AND USE OF RESULTS – SUSTAINABILITY

The beneficiary should present how the dissemination of the results of the Partnership (e.g. products, publications, final conferences) at the European level was conducted (the national level will be covered in part B). Please also indicate how, in your opinion, the results could be used in other countries and, if applicable, how you plan to continue the Partnership cooperation.

4. PROBLEMS ENCOUNTERED

The beneficiary should explain problems encountered during the implementation of the Partnership and how they were solved. The information should be as detailed as possible, since it may help to improve the Comenius Regio Partnership action in future.

PART B

In part B of the Final Report the beneficiary should present the implementation of the project at regional/local level and the involvement of the partner organisations in the region.

5. QUANTITATIVE DATA

Replies to the following quantitative data will assist the National Agency and the European Commission to obtain statistics on issues addressed by the project.

A. Mobility.

The beneficiary should present the total number of participants involved in mobility from its own region. Data should concern people from regional and local authorities, teachers, pupils and representatives of other partners. The data should also include people with special needs and show the gender breakdown of those involved in the mobility. In case of mobility of people with special needs, the number of accompanying persons involved (if any) should also be provided.

B. Topics.

The beneficiary should indicate the main thematic areas that the Partnership has dealt with. Please mention maximum 3, presented in order of importance (please use the topics listed in Annex 1). If none of the proposed classifications fits to your theme,

please add a new topic. This section allows you to update the information provided in the application form if necessary.

6. PARTNERSHIP ACTIVITIES

Please describe all the activities undertaken in your region including the date, the description of the activity and the partners involved. If any other organisation was involved, the name of the organisation and its city/country should also be mentioned.

You should also indicate whether or not all the planned activities were accomplished; if not, explain what activities were not accomplished and for what reason. If some of the activities carried out were different from those planned at application stage, please explain why.

7. DISSEMINATION AND USE OF RESULTS – SUSTAINABILITY

You should present how the dissemination of the results of the Partnership at the national/regional/local level (contrary to the European level mentioned in Part A) was conducted. You should also describe how the results and products of the Partnership might be used by other organisations. If the organisations from the Partnership plan to continue cooperation in future, please indicate how (even if your plans are still only at the draft stage).

8. SUGGESTIONS/RECOMMENDATIONS

Please provide comments and suggestions concerning the improvement of Comenius Regio Partnerships.

Financial part of the project

Before completing this part, please read carefully the Grant Agreement and the rules provided in the Lifelong Learning Programme Guide (2013 Call for proposals). Part I: General provisions, part 4E and 4F.

9. MOBILITY ACTIVITIES

You should indicate the mobility grant you were awarded (the scale is from 4, short distance mobility visits, to 24, long distance mobility visits). Any differences between the planned and actual number of mobilities should also be indicated.

Please also present a detailed description of the mobility undertaken in the project across the duration of the partnership agreement. Each trip should be described separately. The description should contain information concerning hosting organisation, destination of the trip (place), starting date of the visit, its duration and number of persons participating (if people with special needs were involved, it should be also mentioned). The table should also contain information concerning the aim of the visits, the activities undertaken and the outcomes of the mobility activity. Detailed information concerning the participants should also be presented. *The final amount of this part of the grant will be determined by the National Agency in accordance with the rules set out in annex IV of the Grant Agreement.*

10. TOTAL NON-MOBILITY PROJECT COSTS

*The beneficiary should present **all non mobility costs** incurred by the project during the contractual period.*

The National Agency will:

i) assess the eligibility of the reported non-mobility costs against the criteria set out in Article 14 of the "General Conditions" and Article X of the special conditions and the financial provisions of the LLP Guide 2013;

ii) verify respect of the limits set out in Annex IV to the grant agreement "Eligibility of costs", and reduce the costs accepted as eligible accordingly if necessary;

iii) verify that transfers of grant amounts between these headings (staff costs, equipment, subcontracting and other costs) do not exceed 10% of the amount for each heading of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Annex II of the Grant Agreement

iv) verify that there is no transfer of grant amounts to/from the mobility lump sum set in Art III. 1.a) of the grant agreement;

v) verify whether there are (a) contributions in kind (article 14.5 Part B- Financial provisions to the Grant agreement);

vi) verify whether there is income generated by the project activities (Annex IV 'Reduction of grant amounts' to the Grant agreement), which should be deducted from the final grant amount;

vii) verify that the total grant amount for non mobility costs does not exceed 75% of eligible non-mobility costs, nor EUR 25.000 nor the original grant amount accepted for non-mobility costs. The NA shall limit its contribution to whichever of these amounts is the lower.

The NA will reduce the final grant amount if the project activities generated an income (reported profit) for the beneficiary (see art. 14.5 Part B – Financial provisions to the Grant agreement). If the final grant amount is higher than the initial payment, you will receive a final payment covering the balance. If it is lower than the initial payment, you will be asked to reimburse the difference to the National Agency.

The total non-mobility project costs section consists of four tables: subcontracting, equipment, other costs and staff costs and a summary table. The beneficiary is requested to present all costs of the project and to specify if there were contributions in kind (see art. 14.5 Part B – Financial provisions to the Grant agreement)

- In the 'subcontracting' table, the beneficiary presents the partner organisation incurring the costs, the tasks or services contracted with third parties, the

name of the sub-contracting organisation; the dates of provision of services and the costs incurred.

- In the 'equipment' table, the beneficiary presents all the purchases, rents or lease of equipment (see Chapter 4.F. of the 2013 LLP Guide for the rules) by partner organisation. The detailed information concerning the date of purchase, the usage rate, the depreciation and the costs should also be presented.
- In the 'other costs' table the beneficiary presents the type of other costs incurred by partner organisation (see Chapter 4.F of the 2013 LLP Guide for the rules), the date of purchase and the costs. The travel and subsistence costs when done by third parties and included in 'other direct costs' (see rules in LLP Guide 2013. Part I: General provisions, part 4F "subsistence costs" and "travel costs") should be detailed in the table 'Other direct costs – Details on travel and subsistence costs' (Annex I provides the ceilings that will be applied to this type of subsistence costs as fixed in the Call 2013).
- In the 'staff costs' table the beneficiary presents all the costs of the staff working directly on the project. The detailed information concerning the category of the staff, working days and costs per working day should be presented. Rules concerning the eligibility of staff costs mentioned in Article 14.2 of the General Conditions, as well as the maximum ceilings for staff costs mentioned in the LLP Guide for Applicants 2013 apply (Annex I provides the ceilings applied for staff costs).

Please remember that 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.

11. Summary

General rules:

- *The beneficiary presents all the costs actually incurred during the duration of the project and necessary for the implementation of the project.*
- *Total grant amount may not exceed € 45.000.*
- *Subcontracting costs may not exceed 30% of the total eligible project costs including the lump sum amount for mobilities.*
- *Equipment costs may not exceed 10% of the total eligible project costs, including the lump sum amount for mobilities.*
- *Transfer between headings does not exceed 10% of the amount of each heading of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Annex II of the Grant Agreement. The for each heading.*
- *Indirect costs are not eligible for funding.*

The following table provide an example of how the National Agency will treat your project costs applying the rules fixed in your grant agreement. The beneficiary is requested to declare the income generated by the project activities, if any (e.g. revenues from the sale of a book developed by the partnership during the contract period). Own funds of the partnership do not have to be declared (Art. 14.5 of the Part B – Financial provisions to the grant agreement).

	Approved budget (Annex II of Grant Agreement)	Project costs and income declared in the Final report	Project costs accepted by NA (relevance + max staff rates)	Eligible project costs (10% equip; 30% subcontr; max 10% transfer between headings)	Contributions in kind and income	Calculate final grant amount (lumpsum + 75% of non-mobility costs and contributions in kind)	Total final grant amount
Done as planned <input type="button" value="▼"/>							
A. Mobility Lump sum	20.000,00		20.000,00	20.000,00		20.000,00	
B. Non mobility:							
1. Subcontracting	12.000,00	13.500,00	13.500,00	13.200,00			
2. Equipment	5.000,00	5.000,00	4.500,00	4.500,00			
3. Other	5.000,00	5.500,00	5.500,00	5.500,00			
4. Staff	13.000,00	13.000,00	13.000,00	13.000,00			
5. Contributions in kind					0,00		
6. Income generated by the project, if any		200,00	200,00		-200,00		
Total non mobility	35.000,00	37.200,00	36.700,00	36.200,00			
C. Non-mobility grant amount (75% of B)	25.000,00						
D. Initial payment by NA (80%)	36.000,00						
75% of non mobility costs						27.150,00	
Check non-mobility grant doesn't exceed EUR 25k						25.000,00	
Check final grant doesn't exceed original						25.000,00	
Subtract income generated by the project, if any						24.800,00	
E. Total grant amount	45.000,00						44.800,00
F. Balance							8.800,00

Total eligible project costs (Col D) + final mobility lumpsum

56.500,00

In this example, the final grant amount is 44.800. The calculation has been done as follows:

- *It is assumed that the mobility lump sum (20.000) was accepted by the NA after verification of the eligibility and number of transnational mobilities.*
- *The NA verifies that there is no transfer of grant amounts to/from the lump sum set in Art. III.1.a) of the grant agreement. It is not the case in the example.*
- *All the costs for non-mobility costs declared were found to be eligible, except part of the equipment costs. The eligible amount is 4.500 instead of 5.000 as declared.*
- *The NA verifies that the costs declared in 'other direct costs' – Detail on travel, subsistence costs do not exceed the ceiling provided in the LLP Guide 2013. Part 4F 'subsistence costs' and 'travel costs'.*
- *The NA verifies that subcontracting does not exceed 30% of the total eligible project costs and the transfer between headings does not exceed 10%. In the example, the reported amount of 13.500 was reduced to 13.200 (the original 12.000 + 10%).*
- *The NA verifies that equipment does not exceed 10% of the total eligible project costs and the transfer between headings does not exceed 10%. In the example, the reported amount of 5.000 was reduced to 4.500 during the eligibility check*
- *The NA verifies that the transfer between headings (equipment, subcontracting and other costs) does not exceed 10% of the amount of each heading of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Annex II of the Grant Agreement*
- *The NA calculates the 75% of the total eligible non-mobility costs (equipment, subcontracting, staff costs and other direct costs) (75% of 36.200).*
- *The NA verifies that the non-mobility grant does not exceed: 75% of eligible costs (27.375), 25.000 EUR and the original grant amount accepted for non-mobility costs (25.000), as fixed in the grant agreement. The NA shall limit its contribution to whichever of the amounts is the lower (25.000).*
- *The NA verifies that no contribution in kind is declared.*
- *The NA deducts the income generated by the activities of the project (200) and calculates its final contribution to the non-mobility costs (24.800).*
- *The total grant amount (44.800) is the sum of the accepted lump sum for mobilities (20.000) and the final grant amount accepted for non-mobility costs (24.800).*
- *The NA adjusts the final grant amount and closes the grant agreement with a payment of the balance (8.800) owing after deducting the initial payment (36.000).*

Part C: Publishable summary report

A final **publishable** and comprehensive summary of results, conclusions and impact of the Comenius Regio partnership project should be provided using the model provided in the Final report. The participating institutions of both regions should agree on the content. The same publishable report should be sent to both National Agencies. The publishable report – in English - shall be formatted to be printed as a stand alone paper document. This report should address a wide audience, including the general public.

Please ensure that it:

- is of suitable quality to enable direct publication by the National Agency and/or European Commission;
- is comprehensive and describes the work carried out to achieve the project's objectives; the main results, conclusions and their potential impact and use. Please mention any target groups, such as policy makers, for whom the project results could be relevant;
- provides the following information:
 - List of all the partners with the corresponding contact name
 - The address of the public Website of the project if available.

The quality of the publishable report will be assessed by the National Agency of the coordinating region which, if necessary, will contact the coordinator for further improvements.

Annex I CEILINGS - Call 2013 (all figures are in EURO) ¹

Country		STAFF costs ceilings				SUBSISTENCE ceilings
Description	Country Code	Manager	Researcher Teacher Trainer	Technical	Administrative	Daily rate
Belgique/Belgie - BE	BE	460	360	240	214	232
Bulgaria- BG	BG	67	60	46	31	145
Ceska Republika - CZ	CZ	134	110	80	58	195
Danmark - DK	DK	398	340	277	217	311
Deutschland - DE	DE	419	310	221	203	220
Eesti - EE	EE	102	75	59	42	175
Ellas - EL	EL	279	218	157	122	220
Espana -ES	ES	321	212	163	117	227
France - FR	FR	435	351	257	193	269
Ireland - IE	IE	309	328	239	178	253
Italia - IT	IT	454	298	200	174	247
Kypros - CY	CY	316	235	146	99	194
Latvija - LV	LV	81	66	52	38	172
Lithuania - LT	LT	75	62	47	34	168
Luxembourg - LU	LU	496	349	282	220	232
Magyarország - HU	HU	107	86	65	44	184
Malta - MT	MT	119	99	77	58	191
Nederland - NL	NL	310	271	215	170	242
Oesterreich - AT	AT	449	302	244	194	246
Polska - PL	PL	109	86	66	49	179
Portugal - PT	PT	258	181	122	77	197
România - RO	RO	124	95	74	47	161
Slovenija - SI	SI	240	182	146	92	208
Slovensko -SK	SK	121	98	86	70	186
Suomi - FI	FI	368	255	196	163	277
Sverige - SE	SE	360	303	250	192	275
United Kingdom - UK	GB	355	334	231	158	312
Island - IS	IS	368	335	289	186	235
Liechtenstein - LI	LI	449	302	244	194	340
Norge - NO	NO	440	367	311	239	340
Schweiz / Suisse / Svizzera / Svizra	CH	478	354	252	232	340
Hrvatska	HR	231	192	154	97	214
Turkey - TR	TR	141	90	59	38	190

¹ LLP Guide 2013, Part, Chapter 4F, Table 5a and 5b