

Tips for Youth Key Action 3 Final Reporting

This document looks at the content you will need to include in your Final Report and how you can look to submit a high-quality Final Report. You need to make sure that you think carefully about your project and give clear detailed answers. These answers will need to be supported by examples, to make sure that your final report reflects what has happened over the full duration of your project.

Please note that the final report should not simply be text copy and pasted from your original application form.

Know your project start and end dates

All Erasmus+ project activities must take place between your project start and end date. Your project start and end date are found in your Grant Agreement Article 1.2.2. Any activities that take place outside of these dates will not be eligible for funding.

General tips

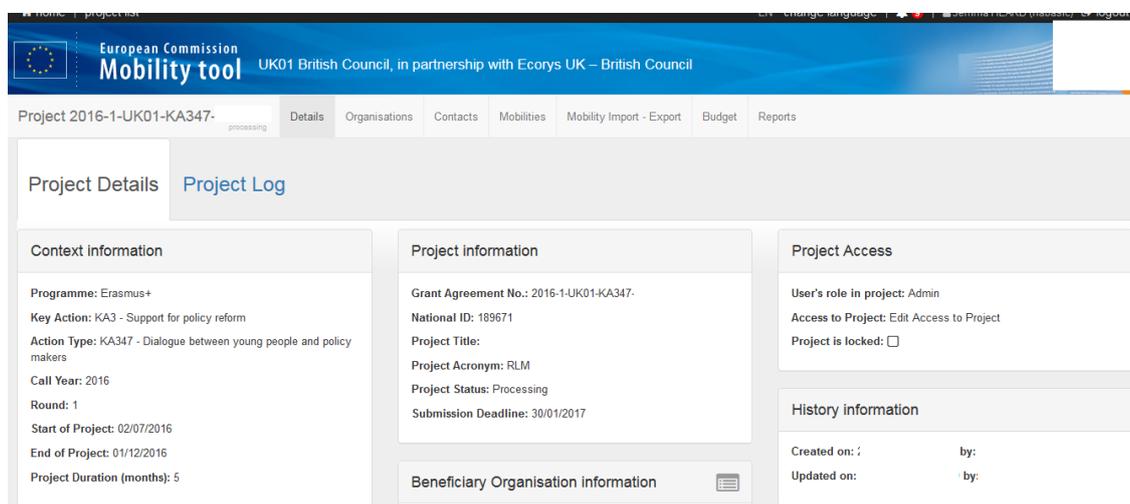
- Ensure you update project information in Mobility Tool+, as your project develops.
- Make notes as you go through the project;
- Make sure you read, understand, and answer the question(s) that are being asked in the final report;
- Ask others to read through your report and seek feedback;
- Please ensure you start working on your report early and give yourself plenty of time to write it;
- Explain everything clearly;
- If you can include figures and examples drawn from your project to evidence the results of your project.

How to access the report

In order to access your final beneficiary report, you will need to go to Mobility Tool+ here:

<https://webgate.ec.europa.eu/eac/mobility>

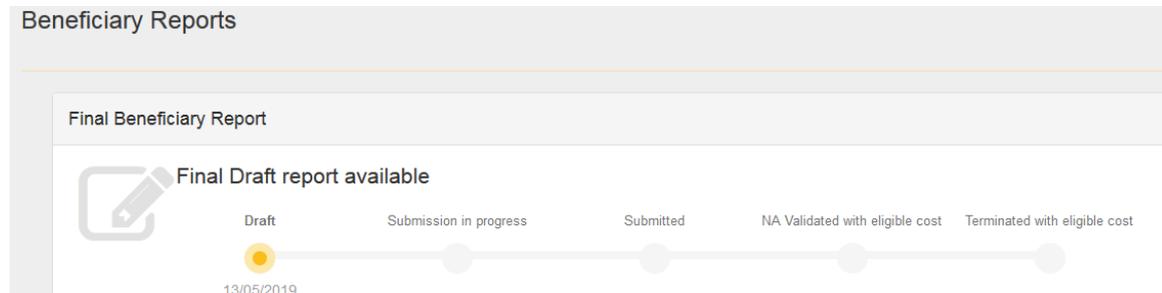
You will then need to go to your project, please see the screenshot below:



The screenshot shows the Mobility Tool+ interface for project 2016-1-UK01-KA347. The page is titled 'Project 2016-1-UK01-KA347' and includes a navigation menu with options like 'Details', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The main content area is divided into several sections:

- Context information:** Programme: Erasmus+, Key Action: KA3 - Support for policy reform, Action Type: KA347 - Dialogue between young people and policy makers, Call Year: 2016, Round: 1, Start of Project: 02/07/2016, End of Project: 01/12/2016, Project Duration (months): 5.
- Project information:** Grant Agreement No.: 2016-1-UK01-KA347, National ID: 189671, Project Title: (blank), Project Acronym: RLM, Project Status: Processing, Submission Deadline: 30/01/2017.
- Project Access:** User's role in project: Admin, Access to Project: Edit Access to Project, Project is locked: .
- History information:** Created on: (blank) by: (blank), Updated on: (blank) by: (blank).
- Beneficiary Organisation information:** (blank)

On this screen you will see a tab named “reports” which you will need to click on and under this tab you should be able to view the “final beneficiary report”. You will need to click generate final beneficiary report. Once you have done so you will see the below:



You will then need to click edit draft

Edit Draft

1. Context

For this section you will see that the information has been automatically filled in with the project details e.g. grant agreement number and dates of the project etc

2. Project Summary

For part of this section the system will automatically put your project summary that was provided at application stage. You will need to provide a short summary of your project upon completion. Please ensure that you are concise and clear.

You will need to discuss the following topics:

- Context/background of the project;
- objectives;
- number and type/profile of participants;
- description of undertaken activities;
- results and impact attained;
- If relevant the longer-term benefits.

3. Description of the Project

This section of the report asks questions about the objectives and topics addressed by your project.

You will need to:

- Explain if your project met the original objectives and how they were reached
- Comment on any objectives that were not achieved
- Please ensure you include any achievements that exceeded initial expectations
- Comment on any project or venue changes, and the reasons why these changes were necessary
- State the experiences and competencies of the partner organisations involved (if any partners are present) and their direct input into the successful partnership;
- Comment on the topics addressed by your project;

- Show the development of the partnership over the full duration of your project;
- Explain the activities you have carried out to assess the extent to which your project reached its objectives.

4. Implementation of the project

4.1 Practical arrangement and project management

Please ensure you include the following:

- Show how the partnership addressed all aspects of practical and logistical arrangements (e.g. travel, accommodation, insurance, safety of participants, Visa, work permit, social security, Mentoring and support, preparatory meetings with partners etc.);
- Be specific about the preparation (e.g. meetings, activities and communication) you and your partner(s) carried out for the project and how your participants were involved in the different stages of the project;
- How the participants were monitored and/or supported during the activities;
- If minors were present, comment on the child protection measures that were in place.
- You will also need to comment on any problems or difficulties you have experienced throughout the project and the solutions that you applied.

5. Activities

5.1 Overview of activities

In this section, you will see an overview of the activities you have carried out. (If you notice any discrepancies in this section, you will need to go back to the mobilities tab).

For this section you will need to provide the following:

- Describe how each of the planned activities were organised and the working methods used to make these activities successful;
- If relevant, you will need to state how you cooperated and communicated with your project partners;
- You will need to indicate and explain any changes between your application and actual events;

Please make sure you are clear about who the Policy/Decision Makers involved were, the extent of their involvement, and when and where they engaged in direct dialogue with young people.

5.2 Overview of Mobility flows

Under this section you will see all of the mobility flows for the project if you see anything that does not look correct you would need to go back to the budget and mobilities tabs to check this information.

6. Participants profile

For this part of the report, you will need to describe the background and profile of the participants that have been involved in your project and **how** they were selected.

Below this section you will see a breakdown of the participants that attended the activities, please check this is correct.

7. Learning outcomes and Impact

7.1 Learning Outcomes

You will need to provide the following:

- For each activity you will need to describe. knowledge, skills and attitudes/behaviours which were acquired/improved by participants within your project and were they in line with what you planned;
- State whether you used any European or National Instruments/certificates, such as Youth Pass, to validate these competences;
- Describe the methods used to support the reflection and documentation of learning outcomes;

7.2 Impact

You will need to provide information on:

- Any further impact your project will have on the participants and, if relevant, the participating organisations involved within the project;
- To what extent the participating organisations have increased their capacity to co-operate at a European/International level;
- The impact your project has had on youth policy-makers and on youth policies at a local, regional and National Level, European and/or International levels.

For this section you could look to include details of:

- Project or organisational websites that were used;
- Lists of meetings and visits to key stakeholders;
- Any discussion opportunities such as information sessions, workshops, (online) seminars, training courses, etc
- Written materials such as reports, articles, newsletters, press releases, leaflets or brochures
- Any audio-visual media and products, social media such as radio, TV, YouTube, Flickr, video clips, podcasts or apps that you have used within your project;
- public events;
- project branding and logos;

For more information and ideas, please see the [impact](#) page of our website.

8. Dissemination of Project Results

You will be asked to comment on the following in your final report:

- Which results of the project were worth sharing?
- You will need to describe the activities carried out to share the results of your project inside and outside participating organisations and the target groups.

For this section you may want to refer to the original dissemination plan in your application. There are many ways to disseminate and exploit results. You can find more information on the [dissemination](#) pages of our website.

9. Future Plans and suggestions

For this section of the report you will be asked to comment on the following:

- If you intend to continue cooperating with your partners for future projects
- You are also asked to provide any comments you may wish to make to the National Agency or the European Commission.

10. Budget

For this part of the report you will need to comment on the figures of the project total amount, if the adjusted amount differs from the calculated amount.

You will see a breakdown of the budget and how the total of the different budget categories.

If you have any further queries regarding your project please email us and quote your Erasmus+ project number erasmusplus.applications@britishcouncil.org or call +44 (0) 161 957 7755.

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