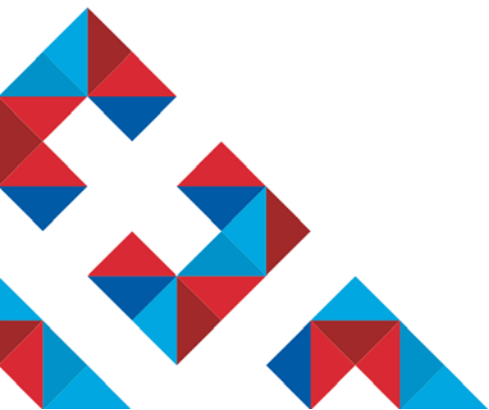# Top Tips for Youth Key Action 205 Final Reporting

Version 2: 11 November 2020

This document looks at the content that needs to be included in your Final Report, and how to ensure that it is high-quality. You need to 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 copied and pasted from your original application form.

Know your project start and end dates

All Erasmus+ project activities must take place between the project start and end dates. Your project start and end dates 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 that you update the project information in Mobility Tool+, as the 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;
- Ensure that you start working on your report early and give yourself plenty of time to write it;
- Explain everything clearly;
- If possible, 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+:

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

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When logging into Mobility Tool+ you should select your project number. Once you have done this, you should see a page that looks like the picture below. Your organisations details should be pre-filled.

Before you start your final report, you will need to ensure that you have input the project information into the relevant sections i.e. Project management, Intellectual Outputs etc. You can find more information on this in the quick start guide to using Mobility Tool+

Encoding Covid-19 affected activities into MT+

A.   Learning, teaching and training Activities

In the case of Learning, Teaching and Training Activities if the Force Majeure box is checked the following fields and calculations will be affected as the description below. This should only be used to encode costs for mobilities that were affected by Covid-19.

You will need to select if the activity was Blended, physical or Virtual.
All virtual mobilities are automatically flagged 'Force Majeure' and the flag cannot be changed. Fill in Force Majeure comments, explaining the situation and using the keywords 'Coronavirus' or 'COVID-19'.

The individual support grant per day for virtual activities is 15% of the individual support unit cost rate for the physical activities. MT+ will automatically calculate this, once virtual mobility has been selected from the drop-down menu.

Blended activity:

1. Selected "blended" from the drop-down menu. The mobility record will then allow you to put in two sets of dates, one for the virtual period and one for the physical period. The virtual mobility element should be completed as per the instructions above. The virtual and physical activities can be carried out in any order but cannot overlap. Please note that there can be a time gap between the two activities.

2. The start and end dates of a physical mobility should indicate the beginning and the end of the period abroad.

3. MT+ will calculate the overall grant entitlement, based on the normal grant rate for physical mobility and a rate of 15% of the individual support unit cost rate for virtual mobility.

4. The blended mobility total duration is the sum of the virtual mobility duration and the physical mobility duration. The combination of virtual and physical periods must comply with the maximum duration of a Learning, teaching and training activities as set in the Programme Guide for the relevant Call Year.

 • **Duration Calculated (days)** - The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.

• **Total EU Travel Grant -** The field will become editable. If any values were already present, they will remain.

• **EU Individual Support** - The field will become editable. If any values were already present, they will remain.

• **Force Majeure Explanations** - This additional field is shown. The beneficiary must provide explanations about the force majeure event.

B.   Transnational Project Meetings

If the Force Majeure box is checked the **Total (Calculated)** becomes editable and can be used for adjustments. This should only be used for meetings that were cancelled due to Covid-19 and costs had already been incurred.

When beneficiaries organise their meetings to take place virtually, they are not entitled to receive the unit costs for transnational project meetings.

The funding awarded under the "Project management and implementation" budget covers the costs related to these meetings.

C. Intellectual Outputs (only for innovation projects)

If the force majeure box is checked the Total (Calculated) becomes editable and be used for adjustments

D.   Multiplier Events

If the force majeure box is checked the Total (Calculated) becomes editable and be used for adjustments.
This should only be used to record costs incurred for events that were cancelled due to Covid-19.

For all future events the following advice should be adhered to:

 1. A multiplier event can be virtual or physical, but events/participations cannot be blended.

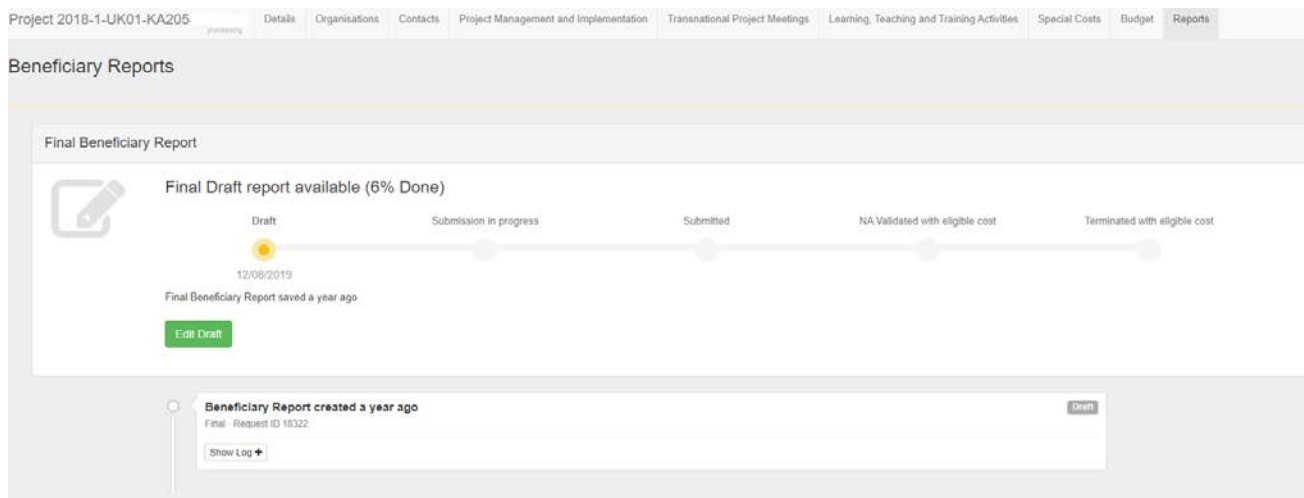There is a new box to select if the event is taking place virtually.

2. When beneficiaries organise their meetings virtually, the grant paid per participant is 15% of

the unit cost corresponding to "local participants", up to a maximum of € 5,000 per project.

3. For virtual events, please use the organiser's country for "Country of Venue".

As for physical events, beneficiaries shall identify the participants to the events carried out online and provide evidence for their number.

How to submit the final report on MT+

Once you have recorded your project activities, you can then begin your final report under the tab named "reports" on the top toolbar. You will then need to click "generate beneficary report". Once you have done so you will see the below:

You will need to click

1. Context

For this section, you will see that the information has been automatically filled in with the project details e.g. Key Action, Action type, Grant Agreement number etc.

2. Project Summary

For part of this section, the system will automatically insert your project summary 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.

Please note that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed into the Erasmus+ Project Results Platform (see Annex II of Programme Guide on dissemination guidelines).

2.1. Summary of Participant Organisations

Under this section you will see a list of all the participating organisations in the project.

2.2. Associated Partners

Under this section you will be asked whether you involved associated partners in your project. If you have selected yes, you will need to identify the name of the organisation(s). You will also need to explain the involvement of those organisations and how they contributed to the achievement of the project objectives.

3. Description of the Project

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

You will need to:

- Provide a summary of the projects concrete results and achievements.
- Please comment on any objectives that were initially pursued but not achieved, any unexpected changes to the project, and describe any achievements that exceeded initial expectations.
- State how the project was innovative and/or complementary to other projects carried out.
- State how the most relevant horizontal or sectoral priority was addressed by your project.
- State any other relevant horizontal or sectoral priorities that were addressed by your project.
- Explain what the most relevant topics were addressed by your project.

3.1 Participants

- Please briefly describe how you and your partners selected and involved participants in the different activities of the project.
- Participants with fewer opportunities; did the project involve participants facing situations that make their participation more difficult? If so, how were they supported.
- State approximately how many persons not receiving a direct grant benefited from or were targeted by the activities organised by the project (e.g. members of the local community, young people, experts, policymakers, and other relevant stakeholders)?
- Please describe briefly how and in which activities these persons were involved.

4. Project management

In this section you will need to discuss the following:

- Monitoring: how was the monitoring of the project carried out and by whom.
- Evaluation: which activities did you carry out to assess the success of your project.

If relevant, please describe any difficulties you or your partners encountered in managing the implementation of the project and how you and your partners handled them. You should also discuss how you handled any project risks (e.g. conflict resolution processes, unforeseen events, etc)

5. Implementation

This section asks for information about all the stages of the project and the implementation of main activities including practical arrangements, participants' profile, impact, dissemination of the results and future plans. You will need to discuss the following:

- Please describe the project activities and expenses covered with the Project Management and Implementation grant. If the requested amount is different from the automatically calculated one based on the duration, please explain why.
- Please describe the methodology you applied in your project and why it was chosen.
- How did the project partners contribute to the project? Please detail specific contributions made by the partner organisations.
- How did you communicate and cooperate with your partners? What are the positive and negative elements of the cooperation process? What would you improve if you were to carry out a similar project in the future?
- What target groups were addressed in your activities plan? Were the target groups changed in comparison to the ones identified in the application form?

5.1 Transnational Project Meetings

For this section, you will need to describe each of the Transnational Project Meetings including their purpose, main agenda items, the outcome and the participants involved. In cases where there was a difference between what was planned and what was implemented, please explain why.

5.2 Intellectual Outputs (only for Innovation projects)

Please describe the Intellectual Outputs produced by your project and ensure that copies or evidence of them (as appropriate) have been uploaded to the Project Results Platform. Please provide detailed information in particular about the nature of the outputs, the significant contribution in terms of impact and transferability and in case there is a difference between what was planned and what was implemented, please explain why.

Below this section you will see a list of all the Intellectual Outputs, please check that this information is correct.

5.3 Multiplier Events (only for Innovation Projects)

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. In cases where there was a difference between what was planned and what was implemented, please state why.

5.4 Learning/Teaching/Training Activities

Please summarise all short-term Learning, Teaching and Training Activities organised by your partnership and explain how they have contributed to reaching the project's objectives. In cases where there was a difference between what was planned and what was implemented, please explain why.

5.5 Participants in Learning/Teaching/Training Activities

5.5.1 Participants' profile

For each activity, please describe the background and profile of the participants involved in the Learning, Teaching or Training Activities. How were the participants selected, prepared and supported? If relevant, please describe any practical arrangement set for the participants, including training, teaching or learning agreements.

5.5.2 Participants' Recognition

Did your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates for recognition or validation of learning outcomes of the participants in the learning, teaching or training activities.

6. Follow-up

6.1 Impact

You will need to provide information on:

- What was the project's impact on the participants, participating organisations, target groups and other relevant stakeholders?
- What was the impact of the project at the local, regional, European and/or international levels? Please provide qualitative and quantitative indicators.
- How did the project contribute to the achievement of the most relevant priorities as indicated in description section?

Wherever possible, always support your responses with specific examples or statistics drawn directly from your project.

For this section, you could look to include details of:

- Project or organisational websites that were used (it is helpful to include working web addresses to these);
- 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 (it is helpful if you attach electronic copies as annexes to your report);

- 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 (it is helpful to include working web addresses to these);
- Public events - where and when were they held, who attended, etc.;
- Project branding and logos;

For more information and ideas, please see the impact page of our website.

6.2 . Dissemination and use of Project Results

You will be asked to comment on the following

- To whom did you disseminate the project results inside and outside your partnership. Please define in particular your targeted audience at local/regional/EU Level/international and explain your choices.
- What kind of dissemination activities did you and your partnership carry out and through which channels? Please provide information and examples on the feedback received.
- Where online dissemination methods have been used, what platforms were used (e.g. Facebook, Twitter, etc.)? Give working web addresses for them and include statistics of how many views or 'likes' the project received;
- If your project produced tangible deliverables, please describe if and how you have promoted free access to them by the public. In case a limitation was imposed for the use of the open license, please specify the reasons, extent and nature of this limitation.
- How have you ensured that the project's results will remain available and be used by others;
- How did you see the potential to use this project's approach in other projects on a larger scale and/or in a different field or area?

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.

6.3 Sustainability

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

- Which activities and results will be maintained after the end of the EU funding?
- How will you ensure the resources needed to sustain them?

7. Budget

This section gives an overview of the final amount of the EU grant you request.

7.1.1 Project total amount

This section will provide you with the project total amount calculated. The following sections of the report will give you a breakdown of all of the budget sections and the amounts you have entered onto Mobility Tool+.

8. Annexes

Once you have completed all narrative questions please upload your supporting documentation in the annexes section at the bottom of the page. Only the items listed below should be uploaded in this section, due to its size limit.

You will need to submit the following as annexes:

- A signed Declaration of Honour- this can be downloaded within your report.
- Receipts and invoices for special costs (i.e. Exceptional cost or Special needs)
- You will also need to submit a project timetable as an attachment.

Project Results Platform

Please note that all Key Action 2 projects are contractually required to upload all of their project results onto the Project Results Platform. The information provided here will be assessed together with the narrative report submitted through Mobility Tool+. Therefore, this information should be detailed and include evidence of these results (i.e. links to a website, videos, etc.) in order to provide evidence of the project's outcomes.

If you have any further queries regarding your project, please email us at: erasmus.youth@britishcouncil.org and quote your Erasmus+ project number or Phone +44 (0) 161 957 7755 . Our helpline is open Monday to Friday 08:30 – 17:30 (excluding public holidays).