Top Tips for Youth Key Action 347 Final Reporting

![ERASMUS+ logo]

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

This document looks at the content you will need to include 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.
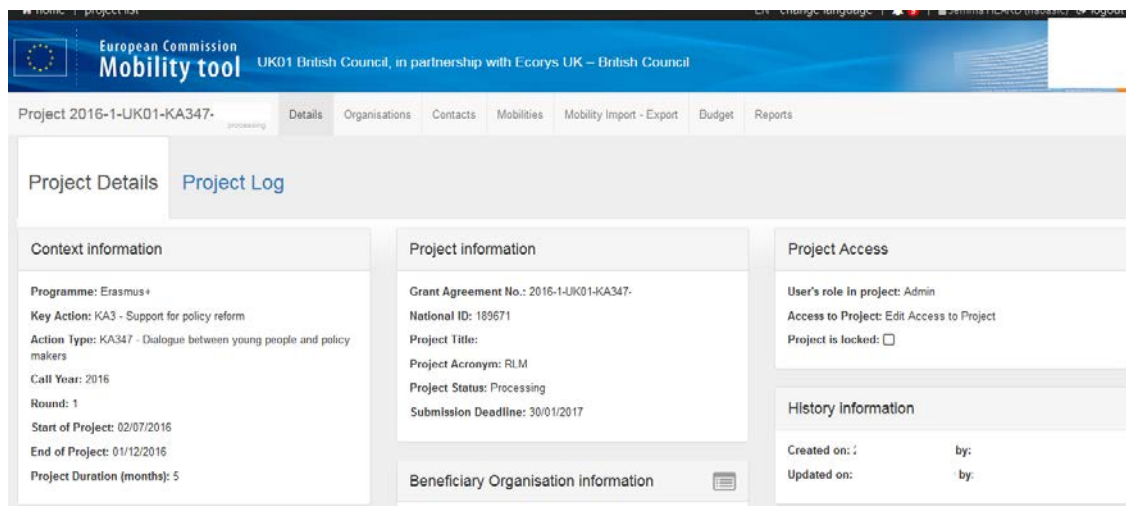
General tips

- Ensure 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;
- Please ensure 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

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, onto the mobilities tab. You can find more information on this in the quick start guide to using Mobility Tool+

Encoding Covid-19 affected mobilities into MT+

For each mobility you will need to select if the activity was Blended, Physical or Virtual.

All virtual mobilities are automatically flagged 'Force Majeure' and this flag cannot be changed. You will also need to fill in the force majeure comments box, explaining the situation and using the keywords 'Coronavirus' or 'COVID-19'.

For days of virtual activities, the participant will receive 35% of the unit cost corresponding to Organisational Support.

If the physical mobility period starts, the participant would be entitled to receive the full unit cost for Organisational Support for the activity period and the grant for travel costs.

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 this screen you will see a 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 then need to click 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 insert the 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, and that the information provided at application stage has been updated

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 (if applicable to the project),

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 initially pursued but not achieved in the project and describe any achievements that exceeded the initial expectations.
- Comment on the topics addressed by your project;
- Explain the activities you have carried out in order to assess the extent to which your project reached its objectives. You should also explainhow measured the level of success.

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 activities (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 was monitoring and/or support of the participants carried out 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 activities planned at application stage 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 carried out 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;
- Please describe for each activity 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;

Beyond those participants and participating organisations involved, what was the impact of the project on youth policymakers and on youth policies at the local, regional, national, 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 (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.

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? Please provide concrete examples.
- You will need to describe the dissemination activities carried out to share the results of your project inside and outside participating organisations, and also the target groups of the activities.

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:

- You are asked to provide any comments you may wish to make to the National Agency or the European Commission on the management and implementation of Erasmus+ Structured Dialogue projects.

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.

11. 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.

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