**Beneficiary Brief Narrative Report / Project Brief Narrative Report[[1]](#footnote-1)**

**1 Beneficiary Brief Narrative Report identification (to be filled in only for Beneficiary Brief Narrative Report)**

|  |  |
| --- | --- |
| Project title | *Pre-filled from AF* |
| Project acronym | *Pre-filled from AF* |
| Project index number | *Pre-filled* |
| Project duration | No of months |
| Thematic objective | *Pre-filled from AF* |
| Programme priority | *Pre-filled from AF* |
| Name of the Beneficiary organisation | *Pre-filled from AF* |
| Beneficiary Brief Narrative Report number |  |
| Reporting period | *DD.MM.YYYY – DD.MM.YYYY* |
| Contact details of person responsible for the report | *name, e-mail address, telephone* |

**1 Project Brief Narrative Report identification (to be filled in only for Project Brief Narrative Report)**

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | | *Pre-filled from AF* | |
| Project acronym | | *Pre-filled from AF* | |
| Project website | | *If available* | |
| Project index number | | *Pre-filled* | |
| Project duration | | No of months | |
| Start date | End date | *Pre-filled from GC* | *Pre-filled basing on GC* |
| Date of signature of the Grant Contract | | *DD.MM.YYYY* | |
| Thematic objective | | *Pre-filled from AF* | |
| Programme priority | | *Pre-filled from AF* | |
| Name of the Lead Beneficiary organisation | | *Pre-filled from AF* | |
| Project Brief Narrative Report number | |  | |
| Reporting period | | *DD.MM.YYYY – DD.MM.YYYY* | |
| Contact details of person responsible for the report | | *name, e-mail address, telephone* | |

**2 Highlights of main achievements**

|  |
| --- |
| Please describe project progress up to now including main outputs delivered by highlighting also the added value of the cooperation.  The summary should highlight main achievements, interesting and understandable for non-specialists. Please write in a style of press release. |
| *1500 characters max* |

**3 Progress of project implementation**

**3.1 Reporting per Activity**

|  |  |  |
| --- | --- | --- |
| **Activity**  **(as indicated in project plan)** | **Activity status** | **Description of implemented activity (beneficiary responsible, target group, period of implementation, information on activity modifications, if any)** |
| Pre-filled from AF[[2]](#footnote-2) | Suggested options: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned |  |

**3.2 Please provide an updated project plan, if applicable**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Year 1[[3]](#footnote-3)* | | | | | | |
| **Activity** | **I Q** | **II Q** | **III Q** | **IV Q** | **Beneficiary responsible** | **Exact scope of tasks to be implemented under the activity** |
| *Activity 1*  Pre-filled from AF[[4]](#footnote-4) | *(empty or X)* | *(empty or X)* | *(empty or X)* | *(empty or X)* | Pre-filled from AF | Pre-filled from AF |

**3.3 Financial progress**

|  |  |  |
| --- | --- | --- |
|  | **In reporting period** | **From the beginning of the Action** |
| Estimated level of expenditure in relation to total budget (%): |  |  |

**4. Contracting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items contracted** | **Name of contractor** | **Date of signing** | **Contract value**  **(in EUR)** | **Type of the contract** | **Procurement procedure applied** |
|  |  |  |  | *Suggested options:* *works, supplies, services* |  |
|  |  |  |  | *Suggested options:* *works, supplies, services* |  |

**5 Implementing of communication plan of the project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication activity 1[[5]](#footnote-5)** | **Target group(s) of the communication** | **Indicators of achievement for communication tools (target values)** | **Achieved in this reporting period** | **Achieved so far** (this reporting period included) |
| *Pre-filled from AF* | *Pre-filled from AF* | *Pre-filled from AF* |  |  |
| **Beneficiary responsible for the communication activity** | *Pre-filled from AF* | | | |
| **Communication tools** | *Pre-filled from AF* | | | |
| **Activity status** | *Suggested options: not started, proceeding according to work plan, behind schedule, ahead of schedule, completed and achieved as planned, completed and achieved more than planned, completed and achieved less than planned* | | | |
| **Please describe the progress in this reporting period** | | | | |
|  | | | | |

**6. Problems and solutions found**

|  |
| --- |
| Please describe (if applicable) problems and solutions found during this reporting period as regards:   * activities * outputs * partnership development and cooperation dynamics * investments * other |
|  |

**7. Activities planned in the next reporting period**

|  |
| --- |
| Please describe briefly activities to be implemented in the next reporting period |
|  |

**8. Annexes**

Please list all the attachments, if any.

**Beneficiary signature (to be filled in only for Beneficiary Brief Narrative Report)**

|  |  |
| --- | --- |
| Place and date |  |
| Name of signing person |  |
| Position of signing person |  |
| Signature of the Beneficiary |  |
| Stamp of the Beneficiary |  |

**Lead Beneficiary signature (to be filled in only for Project Brief Narrative Report)**

|  |  |
| --- | --- |
| Place and date |  |
| Name of signing person |  |
| Position of signing person |  |
| Signature of Lead Beneficiary |  |
| Stamp of Lead Beneficiary |  |

1. Underline the relevant type of Brief Narrative Report. For the beneficiary level it should be “Beneficiary Brief Narrative Report”, for the project level it should be “Project Brief Narrative Report”. [↑](#footnote-ref-1)
2. Add as many rows as needed. [↑](#footnote-ref-2)
3. Add as many years as needed. [↑](#footnote-ref-3)
4. Add as many rows as needed. [↑](#footnote-ref-4)
5. Add as many tables as needed. [↑](#footnote-ref-5)