**Beneficiary Start-up Report / Project Start-up Report[[1]](#footnote-1)**

**1 Beneficiary Start-up Report identification (to be filled in only for Beneficiary Start-up 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 Start-up 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 Start-up Report identification (to be filled in only for Project Start-up 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 Start-up report number | |  | |
| Reporting period | | *DD.MM.YYYY – DD.MM.YYYY* | |
| Contact details of person responsible for the report | | *name, e-mail address, telephone* | |

**2 Overview of the project implementation progress for the reporting period**

|  |
| --- |
| Please describe project progress up to now.  The summary should highlight main achievements, including the information about setting up all project management structures and procedures necessary for proper launch of the project. 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 implemenation, information on activity modifications, if any, results of activity implementation)** |
| 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 Financial progress**

|  |  |
| --- | --- |
|  | **In reporting period** |
| 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. Problems and solutions found**

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

**6. Annexes**

Please list all the attachments, if any.

**Beneficiary signature (to be filled in only for Beneficiary Start-up 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 Start-up 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 Start-up report. For the beneficiary level it should be “Beneficiary Start-up Report”, for the project level it should be “Project Start-up Report”. [↑](#footnote-ref-1)
2. Add as many rows as needed [↑](#footnote-ref-2)