

ANNEX H

FINAL NARRATIVE REPORT

The final narrative report should give a global overview of the granted project. Each section will help the Grants Team to technically assess the overall project. The information provided must be in harmony with the information provided in the financial report. Please be concise and to the point, and avoid repeating the same information several times.

This report must be completed online (<http://.....>). After that it must be printed, signed, and stamped, and sent to the ALF Grants Team as original by post. The ALF Secretariat as the Contracting Authority will reject any incomplete reports.

The original (the paper copy) must be *stamped by the Leader organisation* and signed by the contact person in charge of the project as well as the legal representative of the Leader organisation. It should be sent together with the other reporting documents for technical assessment (financial report, list(s) of participants, request for payment and the outputs/material realised and produced during the project), preferably by registered mail to the following address:

**The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures
Grants
P.O. BOX 732 El Mansheya
21111, Alexandria – EGYPT**

The online version of the final narrative report must contain exactly the same information as the paper version (except signatures and stamp).

A. PROJECT BACKGROUND

1. Project Details

- 1.1. Grant Contract number: ALF/CFP/2020/ICD/xxx...
- 1.2. Title of the Project:
- 1.3. Name/ Country of the Leader organisation:
- 1.4. Name and title of the Contact person:
- 1.5. Planned Duration: xx months start xx/xx/xxxx end xx/xx/xxxx
- 1.6. Actual Duration: xx months start xx/xx/xxxx end xx/xx/xxxx
- 1.7. Initially Approved Project Budget: xxxxxxxx €
- 1.8. Actual Project Expenditure: xxxxxxxx €
- 1.9. Name and Country(ies) of the partner(s) in the Project:
- 1.10. Country(ies) in which the activity(ies) took place:
- 1.11. Income generated through the project if applicable:

2. Partnership

- 2.1. What was the actual role of the partner(s) involved? How did they contribute to achieve the objectives of the project? What is your assessment of the performance of their role?
<Please specify for each partner organisation>
-

- 2.2. How do you assess the relationship with and between the formal partners of this project (i.e. those partners which have signed a partnership statement)?
<Please specify for each partner organisation> Name of partner:..... very satisfactory satisfactory Not satisfactory
Please explain:.....
(add another partner)
-

- 2.3. Would you recommend any future collaboration with the partner(s)?
-

- 2.4. How would you assess the relationship between your organisation and public authorities in the project countries? How has this relationship affected the project?
-

- 2.5. What was the actual feedback that you received from your partner(s) and public authorities?
<Please specify for each partner organisation, if you have reports from partners, please upload them here .>
-

3. Executive Summary

3.1. Please give a brief summary of the implemented project

This paragraph will be used for ALF publications and website. Therefore it is important to give concrete and precise information regarding the project, including its relevance for the ALF fields of action; the objectives of the project; the dates, location(s) and number of participants; the type of activities organised; the methods used to run the activities; the results of the activities and the overall project; and the recommendations.

<The summary should not exceed half a page>

.....
.....

3.2. The project was:

- Workshop/Training course
- Cultural event/Festival
- Seminar
- Residence
- Training course

- Conference
- Study Visit
- Research
- Exhibition
- Other, please specify:

B. PROJECT ASSESSMENT

4. Relevance & Impact of the Project

4.1. How and by whom has your project been **monitored/evaluated**? What conclusions were made?

.....

4.2. What are the achievements of the project in relation to all objectives, results and indicators presented in your application?

.....

4.3. What are the final outputs of the project? Please refer to the expected outputs presented in your application, and explain any variance.

.....

4.4. What were the **relevance & impact** of your project in relation to
- the overall **ALF mission** (to bring people together from across the Mediterranean to improve mutual respect between cultures and to support civil society working for a common future for the region.)?

.....

5. Beneficiaries

<Please provide information regarding the direct/ indirect beneficiaries: >

5.1. Please attach to this narrative report

- a) the original **completed list(s) of participants/direct beneficiaries for each activity**, scanned and signed by the participants
- b) a filled out soft copy version of the participants list in excel format

5.2. Target groups of the project:

- Youth
- Women
- Others, please specify

5.3. Direct and Indirect beneficiaries of the project

“Direct beneficiaries” are the participants/entities who are directly involved in the project. (eg. participants at workshops, seminars, collaborators on a website, member of leader or partner organization whose names can be found on the participation lists)

“Indirect beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large.(eg. Viewers of a website, audience of theatre plays/cinema screenings/exhibition, members of the organisations involved in the project)

	Expected numbers (as in the application)	Actual numbers	male	female	0 - 14	15 - 24	24 - 35	35 +	North	South
Number of direct beneficiaries ¹										
Number of indirect beneficiaries										

(North: Albania, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK)

(South: Algeria, Egypt, Israel, Jordan, Lebanon, Mauritania, Morocco, Palestine, Tunisia, Turkey)

5.4. How do you assess the choice of the target group(s) for your project.

.....

5.5. Please provide information on how the information to reach the target group(s) was spread.

.....

5.6. Please provide information on the selection criteria and procedure for the participants/direct beneficiaries.

.....

5.7. How were the local communities involved in the project? Was there any direct impact on the local communities?

.....

5.8. Please provide information on how indirect beneficiaries were involved/reached and how the number of indirect beneficiaries was counted/estimated.

.....

5.9. What was the actual feedback from your participants ?

<Please add quotes and upload a copy of questionnaires or surveys used among participants.

.....

¹ This number should be the exact number of participants, who already signed the participant lists.

5.10. Did your project create any new jobs or keep current positions in your organisation?

This to measure any job creation or keep old positions with this project.

5.10.1. Number of new jobs

5.10.2. Number of an current jobs.....

6. Description of the implemented activities

6.1. Please list all the **activities implemented** and describe the achieved results in the table below, including the activities you had to modify: (*Compare original work plan against what actually happened*)

#	Title of the activity	Date & Place	Methodology used (plenary sessions, working groups, workshops, field visits, etc)	Expected Results	Actual Results	Explanation of Variance
1						
2						
3						
4						

<Please add rows in the above section if there were more activities implemented>

6.2. Please elaborate on the **activities that were not planned but were implemented:**

Title of the Activity:.....

<Please repeat the above section for all the activities *not originally planned but implemented*>

What was the **relevance/ added value/results** of this/ these new activity(ies)?

.....

6.3. Please list **activities that were planned but were not implemented.**

Activity N° according to the work plan:.....

Title of the

Activity:.....<Please repeat

the above section for all the activities not implemented>

What was the reason that the activity was cancelled?

.....

6.4. In case you have experienced any other **constraints or challenges** during the implementation period, that might have limited the appropriate implementation of the planned activities, please describe these constraints and the action taken to respond to them.

.....

6.5. If any contracts (works, supplies, services) above 10,000€ were awarded for the implementation of the project during the reporting period, please list them here, including the amount of each contract, the award procedure followed, and the name of the contractor.

.....

C. VISIBILITY AND SUSTAINABILITY

7. Visibility

7.1. How was the visibility of the project ensured? Please state how your results/ publication(s) have been and are being distributed, and to whom?

.....

7.2. How was the visibility of the ALF ensured during implementation of the project?

.....

7.3. Please provide a list of **links to articles** from local/ regional/ national/ international newsletters/newspapers, blogs, as well as **photo galleries and videos** about the project.
(Please enclose at least one copy of each article, and if possible a CD with photos/videos, in your post to be sent to ALF Secretariat, except if you have already done so previously.)

1.

2.

7.4. Please provide a list of the **material produced and published** during the project (leaflets, programmes, stickers, publications, CDs, DVDs etc.) and specify the actual no. of copies.
(Please enclose at least one copy of each item with your post to be sent to ALF Secretariat, except if you have already done so previously.)

1.

2.

8. Environmental and Social Responsibility

How did you apply environmental and social responsibility during the implementation of your project?
Please elaborate (stationery, energy, catering, travel and accommodation, communication and publications).

.....

9. Sustainability & Durability

9.1. Describe if and how the project will continue after the support from the ALF has ended. Are there any follow up activities foreseen? What will ensure the **sustainability** of the results?

.....

9.2. What has your organisation/partner(s) learned from the project and how has this learning been utilised and disseminated?

.....

10. Co-operation with the Anna Lindh Foundation

10.1. How do you evaluate the cooperation with the ALF?

- very satisfactory satisfactory not satisfactory

Please elaborate.

.....

10.2. At the end of this project, what would you recommend to the ALF in relation to

- the **implementation** and **results** of your project

.....

- the **ALF Secretariat** and the **relevant national networks**

.....

Note: The ALF may wish to publicise the results of granted projects. If you have any objection to this report or produced materials being published on ALF website, please state your objections here.

- No we do not have any objections
 We have objections regarding the following: (please specify)

.....



Name of the legal representative of the Leader organisation:

Location: Signature:

Name of the contact person for the Project:

Location: Signature:

Stamp of the Leader

organisation:

Date report due:

Date report sent: