Swiss Programm for Erasmus+
Call 2021

Final Report

Cooperation Partnership

Please forward the final report within 60 days of the end of the project (please refer to Art. 5 of the grant agreement), with all annexes, by email to the address corresponding to your action type:

youth@movetia.ch

vocational.education@movetia.ch

school.education@movetia.ch

erasmus@movetia.ch

adult.education@movetia.ch

1. Project identification

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| --- | --- |
| Action type | [ ]  Cooperation partnerships for school education[ ]  Cooperation partnerships for vocational education and training[ ]  Cooperation partnerships for higher education[ ]  Cooperation partnerships for adult education[ ]  Cooperation partnerships in the youth field |
| Project number | \_\_\_\_ |
| Project title | \_\_\_\_ |
| Beneficiary organisation (full legal name) | \_\_\_\_ |
| Contact person (title, first name, last name) | \_\_\_\_ |
| e-mail-adress | \_\_\_\_ |
| Telephone | \_\_\_\_ |
| Person authorised to sign for the organisation (title, first name, last name) | \_\_\_\_ |
| E-Mail-Adresse | \_\_\_\_ |
| Telephone | \_\_\_\_ |
| Project duration (TT/MM/JJJJ – TT/MM/JJJJ) | TT/MM/JJJJ - TT/MM/JJJJ |

1. Project summary

Please provide a short summary of the EU project that has been implemented. In particular, please describe the objectives that were achieved, as well as which, if any, of the originally defined objec-tives were not fulfilled. What outcomes did the project produce?

Please attach the official final report that was submitted by the coordinator to the National Agency concerned.

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1. Contribution of the Swiss Partner to the EU project

Describe the activities within the EU project in which you took part. For what activities were you responsible? What activities took place at the local level? How effective was collaboration and communication with your European partners, and with the project coordinator in particular?

If available, please provide login details for the partnership's protected online workspace.

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1. Transnational project meetings

Please provide useful information relating to the transnational project meetings that were held (e.g. number of meetings, topics covered, participants in the meetings, etc.). You should also provide specific information on your own contribution to the meetings.

Please attach the agendas, minutes and proof of attendance for these meetings.

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1. Attainment of cantonal and confederation education policy goals

Explain the extent to which this project and/or your participation in it has contributed to the achievement of the educational goals of the confederation and/or the cantons at the educational level chosen by you. For adult education projects, the points of focus for adult education apply. For Youth in Action projects, the youth policy goals of the confederation apply.

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1. Transnational mobility: learning, teaching and educational activities

If you have included training, teaching or learning activities in your project, please provide useful information relating to the activities that were held (date and place of the activities, names of the participants, agenda, results etc.).

Please attach proof of attendance for these activities.

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1. Project results

If you have included project results in your project, please describe the results that have been achieved.

Were these project results realised in line with initial expectations and plans? If not, please explain why.

Please provide a link to the results. Please also attach supporting documents (work plans, progress reports, etc.) to illustrate the working process in detail.

Please attach timesheets for participating staff, as well as the final results.

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1. Multiplier event

If you have included a (virtual multiplier event in your project, please provide useful information relating to the event held in Switzerland (date and place of the event, number of participants from Switzerland, number of participants from abroad, objectives of the event, target groups, intellectual outputs presented, agenda, results, feedbacks received etc.).

Please attach proof of attendance (including signature, name and institution of the participants), the detailed agenda and the documents distributed at the event.

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1. Project impacts

What impacts has the project had on your institution/organisation, Switzerland/your region, the par-ticipants and other relevant areas? Please distinguish between national, regional and local impacts.

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1. Dissemination and use of project results in Switzerland

What activities did you conduct in order to disseminate project results in Switzerland? How (in what form), using which channels and how often were project outcomes communicated? Which target groups were addressed? What action did you take to ensure that the project outcomes continue to be disseminated and used in the long term? What feedback have you received from end users or stakeholders?

* Where appropriate, please provide proof of dissemination activities, by enclosing press articles, newsletters, brochures or flyers.
* If possible, please provide evidence of the number of people and/or institutions reached.

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1. Monitoring and evaluation activities

How did you measure the success of your project and the quality of results? What monitoring activities did you conduct in Switzerland to assess the extent to which your project achieved its objectives? How did you evaluate the outputs that were produced? Were Swiss institutions involved? If so, which ones, and how did you work with them?

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1. Other useful information

If relevant, please provide all further information deemed necessary to give a comprehensive over-view of the implemented project.

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1. Budget

Financial statement on the Swiss grant

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|  | Gesamtbetrag in CH |
| Grant awarded from Movetia (as in your grant agreement) |   |
| Total of pre-financing payment(s) received |   |
| Grant used – cf. “TOTAL expenditure (flat-rates according to grant table)” in the financial overview |   |
| Request of beneficiary to receive the residual amount from Movetia | YES/NO |

Please attach the financial overview, duly filled in and signed by the person authorised to sign for the organisation.

Checklist

Before submitting your report to Movetia, please check that:

[ ]  All parts of the final report that are relevant to your project have been filled in.

[ ]  The report has been signed.

[ ]  The financial overview has been completed in full.

[ ]  The financial overview has been signed.

[ ]  If relevant, a login to the partnership's protected workspace has been provided.

[ ]  All of the relevant annexes are attached:

[ ]  Agendas for transnational project meetings

[ ]  Minutes of transnational project meetings

[ ]  Signed proof of attendance (original document)

[ ]  Signed list of participants of the multiplier event

[ ]  Agenda and used documents for the multiplier event

[ ]  The outcomes produced by the Swiss partner

[ ]  Signed timesheets in respect of project results (original documents)

[ ]  Financial overview

[ ]  The submitted version of the official interim report for the EU project, and the evaluation of this interim report by the relevant National Agency

[ ]  The submitted version of the official final report for the EU project

[ ]  Products for dissemination (if produced).

Signature

The undersigned hereby confirms that the information contained in this final report is accurate and truthful.

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| Place: | Date (TT-MM-JJJJ): |
| Name of beneficiary organisation: |   |
| Name of legally authorised representative:  |   |
| Signature: |   |
| Stamp of the beneficiary organisation (if available) |   |

Please send the signed final report and financial overview with all annexes by email to Movetia by the set deadline.