Swiss programme for Erasmus+
2023 call for projects

Interim report
Swiss Erasmus+ programme
Cooperation projects

Please complete the interim report in the same language as the project application. Submit the report with any attachments by email to the relevant e-mail address (see last page) by the date specified in Art. 3 of the funding agreement.

* Please enclose the official interim report submitted by the coordinator to the relevant agency.
1. Project identification

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| --- | --- |
| Project type | Select a project type |
| Project number | \_\_\_\_ |
| Project title | \_\_\_\_ |
| Education sector | Select an education sector |
| Beneficiary organisation (full legal name) | \_\_\_\_ |
| Contact person (title, first name, last name) | \_\_\_\_ |
| Email address | \_\_\_\_ |
| Phone | \_\_\_\_ |
| Authorised signatory (title, first name, last name) | \_\_\_\_ |
| Email address | \_\_\_\_ |
| Phone | \_\_\_\_ |
| Project duration  | DD/MM/YYYY - DD/MM/YYYY |
| Reporting period  | DD/MM/YYYY - DD/MM/YYYY |

1. Project implementation

Project management

Describe how the project has been managed so far (forms / quality of cooperation, challenges, etc.). Base your answer both on the cooperation in the overall EU project and on the project management for the Swiss sub-project.

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Project implementation

Describe which milestones of the EU project and the Swiss sub-project have already been reached.

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If there have been amendments in the project implementation compared to the application: Describe the reasons for this and explain how the changes made will affect the rest of the project or the project objectives.

To apply for contract-relevant changes, please use the '[Request for Amendment of Agreement](https://www.movetia.ch/fileadmin/user_upload/Dokumente/Bereich_2/YiA/Request_for_Amendment_of_Agreement.docx)' form.

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1. Budget

Have there been any changes in the funding of your project (Swiss project) or do you expect any (e.g., rejection of further third-party funding)? If so, please describe them.

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Is a reduction in the project costs reported in the application for the Swiss project likely by the end of the project? If yes, please describe the scope and reasons as well as the expected consequences for the project implementation (incl. ratio between Movetia funding - max. 60% of total costs - and own/third-party funding).

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Approved maximum Movetia grant (contract) Grant

Actual pre-financing payment received (1st instalment) 1. Instalment

I hereby confirm that the following amount of Movetia funds has been spent on the above project by the end of the reporting period: Insert end date

Amount spent: Amount

Quota (Amount spent / 1st instalment) Amount spent / 1st instalment %

1. Distribution in Switzerland or with specific relevance for Switzerland

Dissemination

Which dissemination activities (publications, events, documentation, etc.) relating to the project have been undertaken in Switzerland or with specific relevance for Switzerland and which are still planned?

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Signature

The undersigned confirms that the information in this interim report is correct and true.

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| --- | --- |
| Place:  | Date (DD/MM/YYYY): DD/MM/YYYY |
| Name of the beneficiary organisation |   |
| Name authorised signatory:  |   |
| Signature: |   |
| Stamp of the beneficiary organisation (if available)  |   |

Please email a signed version of the interim report along with any attachments to Movetia by the deadline.

[ ]  Cooperation projects in school education

 Email to schulbildung@movetia.ch

[ ]  Cooperation projects in vocational education and training

 Email to berufsbildung@movetia.ch

[ ]  Cooperation projects in higher education

 Email to highereducation@movetia.ch

[ ]  Cooperation projects in adult education

 Email to erwachsenenbildung@movetia.ch

[ ]  Cooperation projects in the youth sector

 Email to jugend@movetia.ch