



ENI
CBCMED
Cooperating across borders
in the Mediterranean



Project funded by the
EUROPEAN UNION



REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA



CRE@CTIVE



SUB_GRANT NARRATIVE REPORT

FINAL REPORT

SUB_GRANT REFERENCE: _____

NAME OF THE PROJECT: _____

SUB_GRANT NARRATIVE REPORT

- This report must be completed and signed by the BENEFICIARY with the collaboration of the Co-BENEFICIARY if needed..
- The information provided in point 4 must correspond to the financial information that appears in the financial report in the excel file.
- Please expand the paragraphs as necessary.
- The sub_granter and L@B Manager will reject any incomplete or badly completed reports.

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1. DESCRIPTION

Beneficiary Information: Entity Location Name and title of the contact person	
Co-beneficiary Information: Entity Location Name and title of the contact person	
Start date and end date of the sub-grant implementation:	
Target countries involved	
Final beneficiaries and/or Target Groups	

2. ASSESSMENT OF THE IMPLEMENTATION OF SUB_GRANT ACTIVITIES AND ITS RESULTS

2.1. Executive summary of the subgrant

Please give a global overview of the implementation of the subgrant and describe the level of achievement of the outcome(s) and outputs.

2.2. Results and activities

A. RESULTS

What is your assessment of the results of the subgrant so far? Include observations on the performance and the achievement of outputs and outcomes and whether the action has had any unforeseen positive or negative results.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, democracy, good governance, children's rights and environmental sustainability.

Please comment the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period.

B. ACTIVITIES

Please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed (if applicable)

Please list any risks that might have jeopardised the realisation of some activities and explain how they have been tackled.

2.3. What has your organisation or any actor involved in the action learned from the action and how has this learning been utilised and disseminated? What has and has not worked?

Describe if the action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

2.4. Gallery of Final Prototypes: sketches, drawings and mood boards

Please provide visual material about your project such as mood boards, sketches, drawings, technical sheets, etc.

You can add pictures here and attach other documents as annex.

3. VISIBILITY

How was the visibility of the EU contribution ensured in the subgrant?

Please add the related dissemination (social media, press releases, publications, ...) carried out. You can provide links or screenshots to justify your dissemination duties according to your sub GA.

4. FINANCIAL STATEMENT

Please paste the following table filled which has been provided in the excel template:

Category of cost	Beneficiary		Co-beneficiary		TOTAL BUDGET	TOTAL COST
	Budget	Actual cost	Budget	Actual cost		
1 Human resources	0,00	0,00	0,00	0,00	0,00	0,00
2 Travel and subsistence costs	0,00	0,00	0,00	0,00	0,00	0,00
3 Purchase of consumables	0,00	0,00	0,00	0,00	0,00	0,00
4 External Services and consultancy	0,00	0,00	0,00	0,00	0,00	0,00
5 TOTAL DIRECT COSTS	0,00	0,00	0,00	0,00	0,00	0,00
6 Indirect costs (maximum 7% of direct costs)	0,00	0,00	0,00	0,00	0,00	0,00
7 TOTAL ELIGIBLE COSTS	0,00	0,00	0,00	0,00	0,00	0,00

Please indicate the location of records, accounting and supporting documents for the beneficiary and co-beneficiary entitled to incur costs.

Remember the supporting documents is a must: timesheets, human resources supporting docs, invoices and payments.

Name of the contact person for the sub-grant acting as beneficiary:
.....

Signature:Location:

Date report due:Date report sent: