

12/02/2015

**EUROPEAN YOUTH FOUNDATION**

**REPORT FORM**

**PILOT ACTIVITY**

This form is for drafting purposes only and must not be sent to the EYF.

It reproduces the information contained in the online form

to help you prepare your report.

All reports must be submitted online.

**Project reference**

This will automatically appear in the online report form (example: 1234.2.PA.2014 = second pilot activity report in 2014 for organisation number 1234).

|  |  |
| --- | --- |
| **NGO Name** | This information will automatically be filled in when your online registration form has been validated by the EYF. The number of your organisation will be used in all correspondence with the EYF. |
| **NGO Number** |
| **NGO Type** |

**PROJECT RESPONSIBLE**

Who was in charge of this project?

This person will be the contact person for all questions and comments concerning this report.

|  |  |
| --- | --- |
| **First name** | This information will be taken from the application form and can be modified if necessary. |
| **Surname** |
| **Email** |
| **Telephone** |

**PROJECT PRESENTATION**

Provide information as complete and clear as possible, using your own words. Please check the FAQ for clarification and more information before filling in the form: <http://eyf.coe.int>.

**PROJECT TITLE**

|  |  |
| --- | --- |
| **Title of the project** | Taken from the grant application |

Did you modify the title?

If so, indicate the new title and explain why it was changed in the “Adaptation” field on the What? page below.

**PROJECT TYPE** (taken from the grant application)

|  |  |
| --- | --- |
| **Project type** | ⃝ Awareness-raising ⃝ Skills development ⃝ Collaborative work |

**WHERE?** (taken from the grant application)

**Country and town**

Indicate where the project took place (more than one venue if necessary).

**GPS coordinates**

Why GPS coordinates?

This will help us keep an updated map of NGOs and EYF-supported activities on our website. To provide GPS coordinates, please follow instructions on the EYF website (<http://eyf.coe.int> – Grants/How to apply). N.B. The correct format is: 48.60228,7.769466.

Don’t forget to update the GPS if the venue changed!

|  |  |  |
| --- | --- | --- |
| **Country** | **Town** | **GPS coordinates** |
|  |  |  |
|  |  |  |

**WHEN?** (taken from the grant application)

When did your project take place?

You should indicate the start and end dates of the whole project, including preparation, implementation, evaluation and follow-up. You can explain the whole picture in the Timeline in the How section.

|  |  |
| --- | --- |
| Start day |  |
| End day |  |
| Number of days |  |

**WHAT?**

|  |  |
| --- | --- |
| **What?** | Summarise what actually happened so that someone who is not familiar with your daily work gets a clear idea of what this project was about.  You have 3,000 characters to briefly describe your activity highlighting the main stages. In this section, as in the next ones, you should be clear and concrete, and give an honest and self-critical report. We know that processes don’t always go smoothly and that there are obstacles, unexpected events and surprises. You should mention both the positive and the negative aspects.  Don’t forget to focus on the youth dimension! |
| **Adaptation** | What changed between the application and the implementation?  This part is to explain the adjustments you made when developing the project.  Changes can be positive or negative. But changes have to be made within a reasonable frame. You have 3,000 characters to explain: the reasons or the circumstances that brought about the changes; the adjustments you made between the time you requested the grant, and the actual project; how did they influence the process and the outcomes? One criterion for a pilot activity is that it must be an “intervention”. In which way did the changes affect this aspect? |
| **Achievements** | What did you achieve?  What were the strengths and weaknesses?  (3,000 characters) Explain what objectives you achieved and how. Give information on the objectives that were not met or only partially met. What lessons have you learned from the experience? Give us details of a particularly successful achievement and unexpected positive results (if relevant). Give details of any concrete output (something produced that can be measured). For information, if your project has produced something concrete like an interesting video, CDRom or publication which could be of use to other young people working in this field, the EYF might put it online on its website. |

**HOW?**

|  |  |
| --- | --- |
| **Flow** | How coherent was your project?  This part is for you to describe the process(es) that took place and if they made sense.  (3,000 characters) Now that the project is finished, describe the concrete steps that actually took place, the successive sessions and the general flow. Please note that we want you to report on what took place in reality – so, do not copy from the application. How did you follow the “fil rouge” or “red thread” in your activity?  TIMELINE – attach document (obligatory)  What happened when?  Please provide an updated version of the calendar with milestones and important dates for the duration of the project.  PROGRAMME – attach document (obligatory)  Attach the final updated programme using the model Daily Programme available on the Resources page of the EYF website <http://eyf.coe.int> (if there were several activities, include the final programmes in one document).  Please provide the final version of the programme as it was implemented during the activity. Make sure details on how the sessions were implemented are included (timing, content and methods). |
| **Approach** | What methods did you use?  Did they enable you to reach your objectives?  (3,000 characters) Give examples that show how the participants were led through a learning process and how they were involved actively at all stages of the project.  Did you follow the EYF guidelines on environmental sustainability? If so, how? |
| **Gender perspective** | How did your project include a gender perspective?  Explain how this was an integral part of the project.    (3,000 characters) Explain how you developed your project looking through gender glasses, taking into account the different needs and circumstances of both young women and young men. Were there important gender differences in the area you tackled (social, cultural or material)? How did this activity take those differences into account and what were the results? How did this affect the process?  Please provide any background material/examples/good practices on how to include gender perspective in a youth project that can be shared by the EYF. |

**IMPACT**

|  |  |
| --- | --- |
| **Learning outcomes** | What did the participants gain from this project?  (3,000 characters) When you devised your project, you had some possible learning outcomes in mind. At the end of the process, how would you answer the following questions: What have participants learnt from the experience in terms of “I know…” (knowledge), “I can do…” (skills), change in attitude? How did you measure and/or evaluate this? |
| **Local impact** | What effects did your project have on the local context?  Did it have an impact?  (3,000 characters) How did this activity influence change in the local community in the short, medium and long term? How does this compare to what you imagined when developing the project? |
| **Link with Council of Europe** | What were the positive and negative aspects of receiving EYF support for your project?  Did it fit into the priorities?  (3,000 characters) How was your project linked to the work of the Council of Europe’s youth sector? How did you give visibility to the Council of Europe and the European Youth Foundation? |
| **Follow up** | What is next?  Has there been any follow-up?  (3,000 characters) What follow-up activity has taken place or is planned? Who is responsible and how? Are the participants carrying out follow-up activities? If so, how are you supporting them? |

**PROJECT TEAM**

**Project team**

Who were the core project team members?

This includes all the people involved in the decision-making process (coordinator, trainer, facilitator). Support staff (logistics, finance, etc) can be mentioned in the list of participants (see model list of participants on the EYF website).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First name** | **Surname** | **Age** | **Gender** | **Nationality** | **Country of residence** | **Role** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

You can attach the conclusions from the debriefing meeting(s).

**Process**

|  |
| --- |
| How did the team work together?  How was the experience and expertise of each team member taken into account?  (3,000 characters) Give a critical assessment of the cooperation with your partners (if applicable).  If you included volunteer time recognition (VTR) in this project, please explain here who was involved (name, age, gender and country of residence) and describe the tasks performed as well as the amount of time spent on volunteers’ input. In the expenditure part of the budget (“other”), you should indicate how the valorisation of VTR is calculated. In the income section, the same amount has to appear as co-funding. |

**EXTERNAL RESOURCES**

**Partners**

Did you have institutional partners (local/regional authorities), partners from other sectors or other NGO partners?

Explain the role that the partner(s) played in the project, and the added value of the partnership.

|  |  |
| --- | --- |
| Type |  |
| Contact |  |
| Email | Please make sure this is a valid address |
| Phone |  |
| Role |  |

**Expertise**

Was extra help needed?

Did you need someone with specific expertise on a topic or in training or facilitation? If this was the case, describe their profile here (and attach a CV if this was not provided with the grant application).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name | Surname | Age | Gender | Nationality | Profile |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

You can attach the trainer’s evaluation or working documents here.

**PARTICIPANTS**

**Participants by country**

List the number of participants from each country (even if you only had participants from one country). Do not include the team here (see section on Project Team above).

You must send by post with your financial report a list of participants signed by each person taking part in the activity(ies). Please use the model list of participants on the EYF website <http://eyf.coe.int> (Resources).

|  |  |
| --- | --- |
| **Country** | **Number** |
|  |  |
|  |  |
| Total number of participants |  |

**Age range**

Indicate the number of participants by age group. If there were participants over 30, please explain why in the Participants profile field below.

|  |  |
| --- | --- |
| Less than 15 years |  |
| Between 15 and 30 years |  |
| Over 30 years |  |
| Total |  |

**Participants profile**

|  |
| --- |
| Who were the participants?  What was their profile and how were they selected?  (3,000 characters) Was the profile you defined when developing this project the right one? If not, why? What criteria and procedure did you use to select the participants? Who made the final selection? Was there a gender balance? If not, why?  You can attach a summary of the participants’ evaluation(s) at the end of the report. |

**BUDGET**

A model budget table (Excel) is available on the EYF website <http://eyf.coe.int> (Resources) which must be filled in, signed and sent to the EYF together with all the necessary bills, invoices and proof of payment (please read carefully the guidelines on financial reporting on the Resources page). The budget must be balanced (expenditure = income) and all sources of income indicated.

N.B. All copies of bills must be numbered, ordered according to the list of invoices and signed by the person who can take legal responsibility for your organisation with the mention “certified copy of the original”. Financial reports that do not comply with the guidelines will be sent back.

Before sending your financial report by post, please make sure that the figures in the online report form match those in the Excel table.

**ATTACHMENTS**

Please attach at the end of the form a summary of the participants’ evaluation and an electronic version of material produced. Participants’ evaluation forms and a signed list of participants, together with the signed final budget, should sent by post (see more detailed information on reporting on the EYF website – Grants – Reporting). You can attach or send us by post any other relevant document.

|  |
| --- |
| Checklist to provide a complete report:   * Online activity report filled in (no copy/paste from the grant application!) * Final timeline * Final programme(s) * Signed list of participants * Excel budget table filled in * Itemised list of bills and invoices matches Excel table * First page of the Excel table signed * All copies of bills signed and certified by the person legally responsible * Online budget table filled in (figures match Excel table) * Additional documents to upload or send to the EYF (evaluation forms, copies of material produced, CDRom, photos, videos |