



COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Updated February 2018

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.2017 = second pilot activity report in 2017 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	

CONTACT PERSON FOR THE PROJECT

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 Reporting page on the EYF website for clarification and more information before filling in the form: <https://www.coe.int/en/web/european-youth-foundation/reporting>.

PROJECT TITLE

Title of the project	Taken from the grant application
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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	<input type="radio"/> Awareness-raising <input type="radio"/> Skills development <input type="radio"/> Collaborative work
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WHERE? (taken from the grant application – to be updated if necessary)

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). NB The correct format is: 48.60228,7.769466 (no space after the comma).

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

Country	Town	GPS coordinates

WHEN? (taken from the grant application – to be updated if necessary)

When did your project take place?

You should indicate the actual 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?

<p>What?</p>	<p>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. How did the project contribute to the priorities of the Council of Europe’s youth sector?</p> <p>You have 3,000 characters to briefly describe your activity outlining the main highlights. How was the project linked to the priorities of the Council of Europe’s youth sector? Don’t forget to focus on the youth dimension!</p> <p>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.</p> <p>If there were any conditions and/or recommendations linked to the award of this grant, please explain if and how these were taken into account.</p>
<p>Adaptation</p>	<p>What changed between the application and the implementation? This part is to explain the adjustments you made when developing the project.</p> <p>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?</p>
<p>Achievements</p>	<p>What did you achieve? Did you meet the objectives initially set in the application? What were the strengths and weaknesses?</p> <p>(3,000 characters) Explain which 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.</p> <p>Please provide all the relevant links to online material (including photos). Other relevant material can be uploaded on the Validation page. A memory stick or CDROM can also be sent with the report. Before you finalise any online/printed material or videos produced with EYF support, please consult the checklist regarding your obligations with regard to using logos, a disclaimer, etc. https://www.coe.int/en/web/european-youth-foundation/grant-obligations.</p>

HOW?

<p>Phases</p>	<p>How coherent was your project? This part is for you to describe the main stages of the project and if their sequence made sense.</p> <p>(3,000 characters) Now that the project is finished, describe the concrete steps that actually took place and whether they were coherent. 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?</p> <p>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.</p> <p>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).</p> <p>Only the final version of the programme as it was implemented during the activity will be accepted. This document is mandatory and if it is not provided, the report will be considered incomplete and sent back.</p> <p>Please make sure details on how the sessions were implemented are included (timing, content and methods).</p>
<p>Educational Dimension</p>	<p>Guide us through the learning process of your programme. What methods did you use? Did the programme enable you to reach your objectives?</p> <p>(3,000 characters) Give examples that show how the participants were led through a learning process and explain how the programme contributed to meeting the objectives set.</p> <p>Did you follow the EYF guidelines on environmental sustainability? If so, how?</p>
<p>Gender perspective</p>	<p>How did your project include a gender perspective? Explain how this was an integral part of the project.</p> <p>(3,000 characters) Explain how a gender perspective was included in your project. This does not mean having an equal number of female and male participants. Did you identify any important differences in the way people experience the main issue(s) that the activity addressed from a gender perspective? Did you apply gender inclusive processes on organisational aspects during the implementation e.g. establishing a gender code of conduct?</p>

IMPACT

Learning outcomes	<p>What did the participants gain from this project? Were the learning outcomes you planned in the application achieved?</p> <p>(3,000 characters) When you devised your project, you had some expected 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?</p>
Local impact	<p>What effects did your project have on the local context? Did it have an impact?</p> <p>(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?</p>
Visibility	<p>How did you ensure visibility of your project and the EYF?</p> <p>(3,000 characters) How was the project promoted at the local level? How did you give visibility to the activity and acknowledge the EYF support?</p> <p>What were the positive and negative aspects of receiving EYF support for your project? How would you evaluate your co-operation with the EYF? If your project was visited by an EYF representative, do you have any feedback?</p>
Follow up	<p>Has there been any follow-up? What is the current state of play? What is next?</p> <p>(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?</p>

PROJECT TEAM

Project team

Who were the core project team members?

This includes all the people involved in the decision-making process (co-ordinator, trainer, facilitator). Support staff (logistics, finance, etc) can be mentioned in the list of participants (see model list of participants on the EYF website under Resources/Forms & guidelines).

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?
Did you have an experienced youth trainer on the team?

(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 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 VTR was calculated. In the income section, the same amount has to appear as co-funding. More information is available on the EYF website: <https://www.coe.int/en/web/european-youth-foundation/volunteer-time-recognition>.

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 trainers' 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/Forms & guidelines).

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/Forms & guidelines) 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/Forms & guidelines page). The budget must be balanced (expenditure = income) and all sources of income indicated and justified.

NB 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 (if the links have not been provided under the section What/Achievements). Participants' evaluation forms and a signed list of participants, together with the signed final budget, must be sent by post (see more detailed information on reporting on the EYF website – How to apply/Reporting). You can attach or send 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)
- Links to online material provided
- Additional documents uploaded or sent to the EYF (evaluation forms, copies of material produced, CD Rom, photos, videos)