



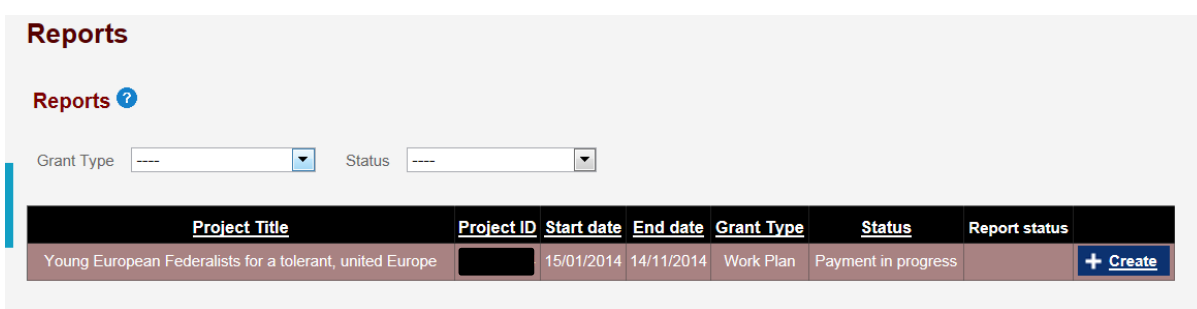
Updated February 2018

EUROPEAN YOUTH FOUNDATION

USER GUIDE

How to fill in the report form for an Annual Work Plan

When the first payment of the Work Plan grant has been done (status “payment in progress”), go to Reports > Create a report.



Click on “Create”

The presentation page will open.

PRESENTATION

NGO Name	FROM APPLICATION
NGO Number (if already registered with the EYF)	FROM APPLICATION
NGO Type	FROM APPLICATION

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 (this information can be modified if necessary).

First name	FROM APPLICATION
Surname	FROM APPLICATION
Email	FROM APPLICATION
Telephone	FROM APPLICATION

Activities

These are the activities as presented in the grant application. You can view them but not modify them on this page. The individual activities can be modified in the interim and final reports.

Go to the “Interim report” page to report on the activities that have taken place so far.

INTERIM REPORT



<p>State of play</p>	<p>In this section you are asked to give an overview about the current situation - where do you stand with the work plan? Do not give details on the individual activities – you can do this by opening each activity (see below) and explaining there.</p> <p>(3,000 characters) How has the succession of activities evolved since the beginning? Please highlight the core elements of the activities which have been implemented so far. What was the significance of the implemented activities?</p> <p>Which of the objectives you set for the work plan have been reached through the activities implemented up until now? Were some of the objectives maybe too ambitious? Which ones? Have you identified new objectives through the process which you are striving to achieve?</p> <p>How have you been taking a gender perspective into consideration so far?</p> <p>Are there any concrete outcomes so far (websites, platform, materials ...)? How is visibility of the workplan and the EYF being ensured? Did you achieve any unexpected results? If that is the case, please explain which ones and how they will feed into the future process.</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>Critical reflection</p>	<p>What changes have taken place so far (in relation to venue, content, order of the activities, etc.)?</p> <p>(3,000 characters) Please provide background information in order for us to understand the reasons for these changes and their added value. Do not forget to update the information on each activity (programme, objectives, target group etc.), by opening the relevant activity below.</p> <p>How have the changes affected the activities which have already taken place? What did you learn from the challenges and difficulties and what measures will</p>

	<p>you take in the upcoming activities to overcome similar obstacles? How will future activities be concerned by these changes? How will a coherent flow within the Work Plan be ensured despite the changes?</p>
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Click on “Yes”, to access the individual activities approved for this work plan and report on those that have already taken place. If necessary, update the information on future activities (dates, venue, programme, etc.). Important: the attachments (programme and budget) for each activity must be uploaded in order to submit the report.

Click on “Yes” to access the individual activities approved for this work plan and report on those that have already taken place. PLEASE NOTE THAT THE ATTACHMENTS FOR EACH ACTIVITY MUST BE UPLOADED. In order to submit the report correctly, you must attach a programme and budget for each activity - even those that have not yet taken place. Please provide an updated version where possible, or you can use the provisional documents submitted with the application.

No
 Yes

Project ID	Title		Start Date	End Date		
	Preparatory and Inspirational meeting (PHASE1)	International	11/03/2015	16/03/2015	View	Participants
	Regional re-ACTION: Southern Europe (PHASE 2A)	International	15/04/2015	25/04/2015	View	Participants
	Regional re-ACTION: Central Europe (PHASE2 C)	International	11/07/2015	20/07/2015	View	Participants
	Regional re-ACTION: Eastern Europe (PHASE2 B)	International	02/08/2015	13/08/2015	View	Participants
	“Another way is possible, it’s here” – Final Seminar (PHASE3)	International	05/12/2015	12/12/2015	View	Participants

Additional attachments (optional)

In addition to the programme and budget on individual activities (see below), you can also share other documents related to your interim report (revised timeline, steering group/preparatory meetings, concept notes, full reports of activities). Please make sure that they add relevant information and not just copy what has already been filled in.

ACTIVITIES

Use the Edit button to modify individual activities.

Activity

Title of the activity	FROM APPLICATION
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Scope of the activity	<input type="radio"/> International <input type="radio"/> local
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What?	<p>Please do not copy the text from the grant application, but explain exactly what happened.</p> <p>Briefly summarise what happened so that people from the outside get a clear idea of what this activity was about and indicate whether the objectives set in the application were met.</p> <p>You have 3,000 characters to briefly describe your activity outlining the main highlights. Explain which objectives you achieved and how. 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>
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How?	<p>What were the different stages of this activity? What happened when and how?</p> <p>(3,000 characters) Outline the concrete steps in your activity (e.g. preparatory meeting, preliminary research, main activity, follow-up). How did you ensure a non-formal education approach?</p> <p>How did the programme contribute to meeting the objectives set for this activity?</p> <p>Please use the model programme available on the EYF website (Resources/Forms & guidelines) to explain further the methods and step-by-step learning process.</p> <p>Did the participants gain what you expected from this activity?</p> <p>Explain what concrete outputs/products you created, for example a training manual, a resource pack, development of action plans, a short video, etc.).</p>
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WHERE?

Country and town (taken from the grant application – to be updated if necessary)

Where did the activity actually take place? You can indicate more than one venue if applicable.

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> – Resources/Forms & guidelines). N.B. The correct format is: 48.60228,7.769466 (no space after the comma).

Country	Town	GPS coordinates

Added value?	<p>Please do not copy the text from the grant application, but explain the significance of this activity within the framework of the work plan. Indicate here the results and any concrete outcome.</p> <p>(3,000 characters) If this activity was the first one: how did it lay the foundation for the rest of the work plan (common ground or starting point)? If this activity came after another one, how did it build on the previous one(s) and take into account what has been achieved? And also how was it a stepping stone to the next one(s)?</p> <p>Which objectives of the overall work plan did this activity contribute to?</p> <p>Did this activity have any impact outside the work plan? If the activity was visited by an EYF representative, do you have any feedback?</p>
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Programme

Attach the final programme with the content of each session and explaining the methodologies used (see model Daily Programme on the Resources/Forms & guidelines page of the EYF website <http://eyf.coe.int>). This document is mandatory and if it is not provided, the report will be considered incomplete and sent back.

Who?	<p>Who was involved in this activity? The section is about the team and the participants.</p> <p>(3,000 characters) Describe the profile of the participants as well as the criteria for their selection. Don't forget to update the number of participants per country in the drop-down menu when you save each activity.</p> <p>Who were the team members (please provide age, gender, country of residence and nationality)? Highlight their roles and how they worked together at all stages throughout the process.</p> <p>Please remember that an International Activity needs to meet the following hard criteria: it must be run by an international team (4 different nationalities) and the participants must represent at least 7 different Council of Europe member states.</p>
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WHEN?

Indicate the actual dates and the number of days of work with the target audience.

This includes working days with the participants directly, either in one activity or in a succession of small actions.

Start day	
End day	
Number of days	

TOTAL COST AND GRANT AWARDED

For each activity that has already taken place, indicate the **real total cost** (which can be adjusted if necessary in the final report) and the **EYF grant** requested for this activity. When you modify the total cost and grant of any activity, the figures will automatically be updated in the final budget (see Final Budget page) and the difference will appear as "Other sources". You can add explanations on the Final Budget page. If the total cost of an activity was less than planned and you reduce the amount indicated, then you may have to adapt the amount of the EYF grant accordingly.

Start day * 22/04/2014 End day * 29/04/2014
Number of days * 7
Total cost * 15976.00 Euros Grant * 12340.00 Euros
Budget * ? Browse... Upload
File: 150314223714_EYF WP 2014 report Phase 2.xlsx Close

- For example, the cost foreseen for activity 1 was €9 500 and you asked for an EYF grant of €9 500. If the real cost was €8 500, you will have to modify the EYF grant to €8 500 in order to have a balanced budget.

14. Total cost * 8500.00 Euros Grant * 9500.00 Euros
Budget * ? Grant larger than total cost
Browse... Upload
File: Close Save

Please replace the draft budget table with a revised budget.

Make sure that you submit a balanced budget – if not, you will get an error message!

Don't forget to update the information on the participants if necessary and upload the final list of participants (see model List of Participants on the EYF website <http://eyf.coe.int> – Resources/Forms & guidelines). NB The list signed by each participant has to be sent by post with the final report (see below).

Participants by country

Country	Number of participants	
Armenia	2	x
Georgia	2	x
Finland	1	x
Germany	3	x
United Kingdom	1	x
Netherlands	1	x
Spain	3	x
Other	4	x

Other Countries :
 Israel, Palestine

Total participants :

Participant List ?

- 150605102613_Mediation TC Participant list.pdf

When you have finished updating the activities, “Save” the page (bottom of the Interim Report page).

Additional attachments (optional) ?

150605102835_Participants list prep meeting for both seminars.pdf

Cancelling an activity

If you have to cancel an activity in the work plan, proceed as follows:

Click on the “Cancel” button corresponding to the activity you wish to cancel. You will be asked to confirm this cancellation.

Confirmation

Are you sure you want to cancel this activity ?

If you confirm, you will be asked to explain the reasons why this activity is cancelled.

Add Comment

Author :Christine
Comment Type :Public Message

Comment :

Please enter the reason why this activity has been cancelled.

Fill in the text and click on “Add comment”. The activity is cancelled.

Project ID	Title		Start Date	End Date				
	Steering Group Meeting 1	International	19/02/2014	23/02/2014		<input type="button" value="Edit"/>	<input type="button" value="Participants"/>	<input type="button" value="Cancel"/>
	QE: Creative Working Group on Rainbow Resources	International	14/04/2014	21/04/2014		<input type="button" value="Edit"/>	<input type="button" value="Participants"/>	<input type="button" value="Cancel"/>
	Inclusion Training Course 1	International	21/05/2014	25/05/2014		<input type="button" value="Edit"/>	<input type="button" value="Participants"/>	<input type="button" value="Cancel"/>
	Inclusion Training Course 2	International	22/10/2014	26/10/2014	Cancelled			
	Steering Group Meeting 2	International	12/11/2014	16/11/2014		<input type="button" value="Edit"/>	<input type="button" value="Participants"/>	<input type="button" value="Cancel"/>

The budget will be updated automatically to “€0” for this activity (expenditure and income).

EXPENDITURE				
Provisional Budgets			Real Expenditure	
	Amount (€)	Comments	Amount (€)	Comments
1	Steering Group Meeting 1		3259	
2	QE: Creative Working Group on Rainbow Resources		7589	
3	Inclusion Training Course 1		9790	
4	Inclusion Training Course 2		0	
5	Steering Group Meeting 2		16410	
Total expenditure (€)		46530	37048	

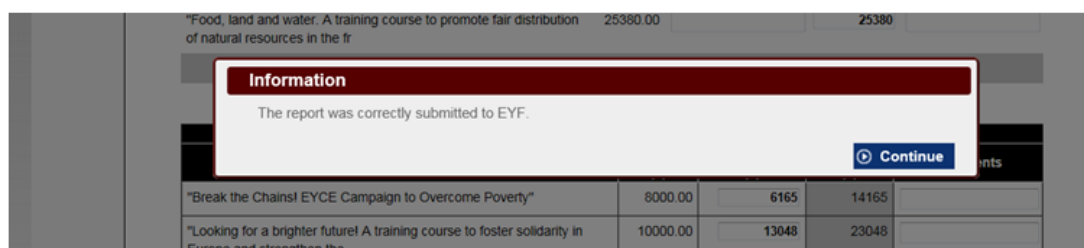
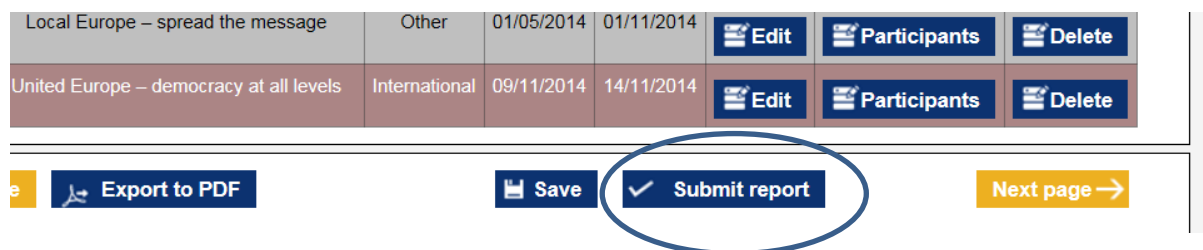
INCOME				
	Grant requested (€)	Other Sources (€)	Total income (€)	Comments
1	Steering Group Meeting 1	0	3259.21	
2	QE: Creative Working Group on Rainbow Resources	6572	7588.12	
3	Inclusion Training Course 1	2272	9790	
4	Inclusion Training Course 2	2158	0	
5	Steering Group Meeting 2	5000	16410	
Total income (€)		23203.33	37047.33	
Awarded grant		30000.00		

As the budget spent from the EYF grant is reduced, you will have to readjust the figures when submitting the final report (see below).

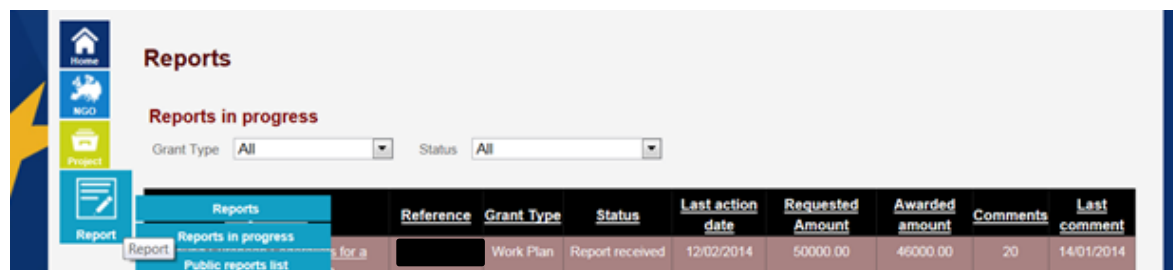
NB You do not have to submit a full financial report with your interim report – this has to be sent with the final report (see below) – but please give us an update on the state of play. We also advise you to prepare the financial report as soon as possible after each activity has taken place, in order to save time when preparing your final report. Please check the financial reporting guidelines on the

Resources/Forms & guidelines page of the EYF website to make sure your financial report is clear and complete.

When you are ready to submit the interim report, click on “Submit report” at the bottom of the Interim report page.

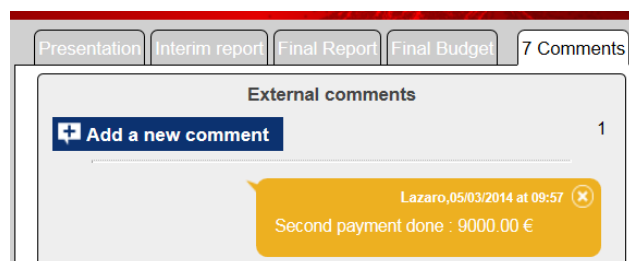


The project can now be found in “Reports in progress” with the status “Report received”.



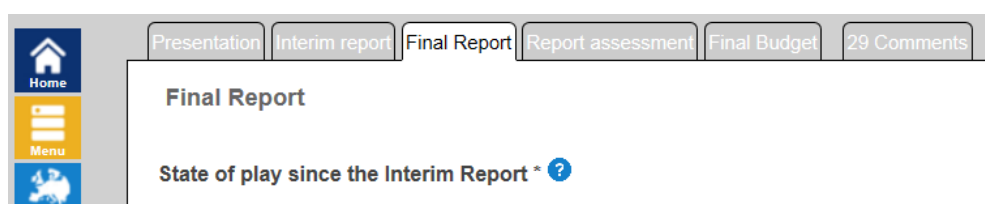
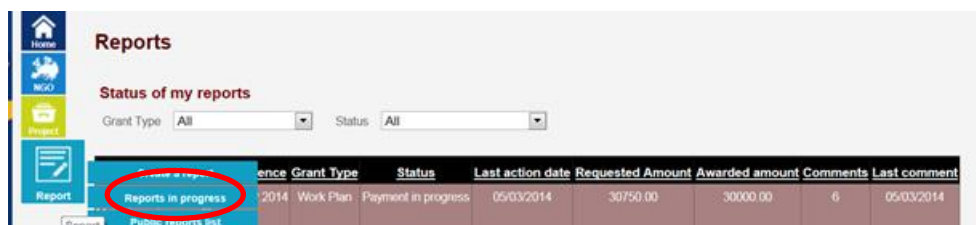
The EYF Secretariat will validate your report, or ask you for clarifications if necessary. If the report is sent back with a request for additional information, you will receive a notification with instructions.

When the interim report is validated by the EYF Secretariat, the status will be “Contract received”, so that the second payment can be done. This is an automatic calculation of 25% of the grant awarded. You will receive notification that the request for payment has been made and the amount transferred will be visible on the “Comments” page. The status is now “Payment in progress”.



FINAL REPORT

When the grant is “Payment in progress” again, you will be able to access the final report on the “Reports in progress” page.



Follow the same procedure as for the Interim Report, making sure that you update all the individual activities to reflect the final situation.

<p>State of play since the Interim Report</p>	<p>In this section you are asked to give an overview of how the second part of the work plan was implemented. Please do not repeat what you have already written in the Interim Report. Do not give details on the individual activities – you can do this by opening each activity (see below) and explaining there.</p> <p>(3,000 characters) What happened since the Interim Report was submitted? Which objectives of the Work Plan were reached through each activity and how? What were the major challenges you had to face and which changes took place? Did everything go according to plan? Taking into account the learning process as well as the results achieved but also the obstacles you dealt with, is there anything you had to adjust in your activities? If this is the case, please explain which changes you implemented and describe the reasons as well as the added value of these changes. You can update the information on the individual activities below. How have the changes affected the activities? How was a coherent flow within the Work Plan ensured despite the changes?</p>
<p>Overall evaluation of the Work Plan</p>	<p>In this section you are asked to give an overview of the Work Plan as a whole, explain what impact the Work Plan had and what follow up is foreseen at the end.</p> <p>(3,000 characters) Are you satisfied with the implementation of the Work Plan? Was the main aim of the Work Plan reached? What were its strong/weak points? What are the lessons learnt? Were some aspects of the WP too ambitious? Did you achieve any unexpected results? If that is the case, please explain which ones.</p> <p>We also would like you to explain what impact the Work Plan had on your NGO and/or in the life of the target groups. Do you have ways of measuring this? Have you identified any particular element in the Work Plan which you would</p>

like to focus on or follow up in the future? How will the work done during the year feed into the future life of your organisation or network?
How would you evaluate your co-operation with the EYF?

Click on “Yes”, to access the individual activities approved for this work plan and update them to reflect reality (including dates, venue, GPS if necessary). Please also check if the information provided with the Interim Report needs to be updated.

Click on “Yes” to access the individual activities approved for this work plan and update them to reflect reality. No Yes

Project ID	Title		Start Date	End Date				
	Steering Group Meeting 1	International	19/02/2014	23/02/2014		Edit	Participants	Cancel
	QE: Creative Working Group on Rainbow Resources	International	14/04/2014	21/04/2014		Edit	Participants	Cancel
	Inclusion Training Course 1	International	21/05/2014	25/05/2014		Edit	Participants	Cancel
	Inclusion Training Course 2	International	22/10/2014	26/10/2014	Cancelled			
	Steering Group Meeting 2	International	12/11/2014	16/11/2014		Edit	Participants	Cancel

Additional attachments (optional) ?

Please replace the draft programme and the draft budget with the final, updated versions for each activity (including for the activities already reported in the Interim Report if necessary). You should use the model Daily Programme and the model Excel table available on the [EYF website](#) for each activity (the same format for international/other activity).

Programme * ?
 File: [140730175543_Programme PHASE 2-youth leader training rome final.xlsx](#)

Start day * End day *
 Number of days *
 Total cost * Euros Grant * Euros

Budget * ?
 File: [150314223714_EYF WP 2014 report Phase 2.xlsx](#)

In addition to the programme and budget on individual activities, you can also share other documents that were not provided with your interim report (revised timeline, steering group/preparatory meetings, concept notes, full reports of activities). Please make sure that they add relevant information and not just copy what has already been filled in.

Don't forget to update the information on the participants and upload the final list of participants, signed by each participant (see model List of Participants on the EYF website <http://eyf.coe.int> – Resources/Forms & guidelines).

Click on "Yes" to access the individual activities approved for this work plan and update them to reflect reality.

No Yes

Project ID	Title		Start Date	End Date				
	Steering Group Meeting 1	International	19/02/2014	23/02/2014		Edit	Participants	Cancel
	QE: Creative Working Group on Rainbow Resources	International	14/04/2014	21/04/2014		Edit	Participants	Cancel
	Inclusion Training Course 1	International	21/05/2014	25/05/2014		Edit	Participants	Cancel
	Inclusion Training Course 2	International	22/10/2014	26/10/2014	Cancelled			
	Steering Group Meeting 2	International	12/11/2014	16/11/2014		Edit	Participants	Cancel

Additional attachments (optional)

Participants by country

Country	Number of participants
France	1
Other	1
Germany	1
Sweden	1
Ireland	1
Croatia	1
Hungary	1
Italy	1
Turkey	1
Bulgaria	1
Other Countries:	
Kosovo	
Total participants:	10

Participant List

- [150314202233_Phase 4 Evaluation Turkey.pdf](#)

You must update the budget figures for each individual activity (**total cost** and **EYF grant**). These figures will appear automatically on the "Final Budget" page and the difference will appear as "Other sources". You can add explanations on the Final Budget page.

Start day * End day *

Number of days *

Total cost * Euros Grant * Euros

Budget *

File: [150314223714_EYF WP 2014 report Phase 2.xlsx](#)

Make sure that you submit a balanced budget – if not, you will get an error message!

Final Budget page

Provisional Budgets: These figures are from the grant application and cannot be modified. The Real Expenditure figures are the ones indicated in each activity sheet as Total cost (see above).

EXPENDITURE				
Provisional Budgets			Real Expenditure	
	Amount (€)	Comments	Amount (€)	Comments
Reloading Europe - getting ready for action	10130.00		8130.00	
Speak-up Europe – how to convey the message?	16840.00		16840.00	
Tolerant Europe – defining the obstacles	22890.00		13890.00	
Local Europe – spread the message	12050.00		9050.00	
United Europe – democracy at all levels	26830.00		18830.00	
Total expenditure (€)	88740		66740	

INCOME				
	Grant requested (€)	Other Sources (€)	Total income (€)	Comments
Reloading Europe - getting ready for action	6400.00	1730.00	8130	
Speak-up Europe – how to convey the message?	9200.00	7640.00	16840	
Tolerant Europe – defining the obstacles	9000.00	4890.00	13890	
Local Europe – spread the message	5400.00	3650.00	9050	
United Europe – democracy at all levels	12500.00	6330.00	18830	
Total income (€)	42500	24240	66740	
Awarded grant	46000.00			

The Other Sources column is the difference between the total cost and the EYF grant. As explained for the Interim Report, the EYF grant cannot exceed the real cost and therefore has to be reduced if necessary. **Please do not put minus figures in the Other Sources column, but adjust the total cost and the EYF grant accordingly.**

In the above example, the EYF grant awarded was €46 000, but the final budget indicates that the actual EYF grant needed was €42 500. The figure “Awarded grant” has to be changed manually so that the Awarded grant and other sources add up to the total expenditure/income.

INCOME				
	Grant requested (€)	Other Sources (€)	Total income (€)	Comments
Reloading Europe - getting ready for action	6400.00	1730.00	8130	
Speak-up Europe – how to convey the message?	9200.00	7640.00	16840	
Tolerant Europe – defining the obstacles	9000.00	4890.00	13890	
Local Europe – spread the message	5400.00	3650.00	9050	
United Europe – democracy at all levels	12500.00	6330.00	18830	
Total income (€)	42500	24240	66740	
Awarded grant	42500.00			

Awarded grant €42 500 + Other sources €24 240 = €66 740

The figures are now in balance and the report can be submitted.

Note: You should find co-funding for the international activities. The EYF will not be able to cover more than two-thirds of the total cost of the international activities calculated together (i.e. the two-thirds rule will not apply to each separate international activity).

In this example, there are 4 international activities and 1 “other” activity.

		INCOME		
		Grant requested (€)	Other Sources (€)	Total income (€)
14.IA.1	Reloading Europe - getting ready for action	6400.00	1730.00	8130
14.IA.2	Speak-up Europe – how to convey the message?	9200.00	7640.00	16840
14.IA.3	Tolerant Europe – defining the obstacles	9000.00	4890.00	13890
14.PA.4	Local Europe – spread the message	5400.00	0.00	5400
14.IA.5	United Europe – democracy at all levels	12500.00	30.00	12530
Total income (€)		42500	14290	56790
Awarded grant		42500.00		

The final grant is calculated as follows:

Total cost IA: €51 390

Total cost PA: €5 400

2/3 total cost IA: €34 260

+ Total cost PA: €5 400

= €39 660

Therefore, the EYF grant cannot exceed €39 660.

The grant awarded on the basis of the grant application was €46 000. A first instalment of €18 400 and a second instalment of €13 800 were paid.

According to this financial report, and as the EYF grant cannot exceed €39 660, the final balance will be €7 460.

When you are ready to submit your final report, please check that the figures in the budget are correct. You can add comments if necessary.

Tick the box “I certify that all the information is complete etc.” on the “Final budget” page and click on Submit report. The status will then be “Report submitted”.

You must send by post a detailed signed financial report for each activity with the corresponding proof of expenditure according to the EYF rules (see Guidelines for financial reporting on the EYF website www.eyf.coe.int - Resources/Forms & guidelines), as well as a signed list of participants for each activity (if applicable). Your report will not be assessed until the EYF receives all the financial documents by post. When the EYF receives the financial report, the status will change to “Report received”. The EYF will contact you if any clarification or additional information is needed. The report will be sent back if it does not comply with the guidelines.