

Harmonised implementation tools

Project final report

Add-on to the Project progress report

(Final version 1.0 – January 2024)

This is a project final report template for standard projects being implemented in any Interreg strand. One should see this report as an extension to the standard project progress report. All fields in the project progress report are also valid for the last project report.

The main objectives of this document are:

* for the programme to capitalise on the project achievements and to collect evidence of contribution to programme’s targets
* to check if the project has achieved what it promised in the Application Form
* to check the quality of project results/outputs and to check promised intensity of cooperation (involvement of partners)
* to check stakeholders and target groups engagement
* to provide information for communication and publicity on programme level (also reporting to COM)
* to serve as an input for evaluation
* to understand the durability and transferability on project, programme and policy level
* to capitalise on follow-up projects
* to gather inputs on maintenance and durability of project results.

To reach a high level of harmonisation, the HIT tools should be used as much as possible as they are. The tools have been designed based on an agreed structure that avoids asking for similar information in different contexts. This template is harmonised with the HIT application form. Please note that if one of them changes, the other needs to change as well.

If needed, the following flexibility principles can be applied:

* It is possible to change the order of main parts or questions within each part.
* Changes that don't disrupt the main logic of sections/questions are possible. The logic can be disrupted when one change influences other part(s) of the tool.
* Optional questions (in yellow) can be left out partially or in full.
* Multiple languages are possible by adding fields to enter the text in other languages.
* Maximum length of text for answers will be decided by programmes because this depends on technical options in their online monitoring system.

Part C - Project End and Outlook

Purpose and logic:

* The following sections are intended to be completed by the Lead Partner.
* From section C3 onwards, there is a high level of optionality. Besides the optional fields suggested below, programmes can add as many additional questions, as required.

##### C.1 Project story

Purpose and logic:

* This field is completed in both, programme language(s) and English
* The section summarises the project’s final achievements in a story telling format.
* This field is transferred to keep.eu.

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| --- |
| Please describe the project’s final achievements in a Project Story format. The Project Story should be interesting and understandable for non-specialists as it might be used for publications. Please try to touch the following guiding questions in your Project story:   * What are the project’s overall challenges (regional and sectoral)? * What was the specific problem addressed? * Describe the key solution(s) that the project developed and tested to address the problem * Describe how the project developed the solution(s) and why cooperation was important in that process * To what extent has cooperation been important for achieving the project results? * What benefits did the partner organisations derive from cooperation? * What did change in the targeted regions and sectors because of the project solutions? * How did the project change affect the target groups? * How will the durability of the solutions be ensured? * Do you still see future possible challenges and opportunities in the field of the content your project was dealing with? |
| In programme language – if English is not a programme language |
| *In English language* |

C.2 Project’s relevant mentions and prizes

Purpose and logic:

* This field is in a list format and can be left empty in case the project did not receive any prizes or mentions.
* This field is transferred to keep.eu.

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty.

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| --- |
| Project’s relevant mentions and prizes |
| *Enter text* |
| *Enter text* |
| *…..* |

C.3 Outputs after project end

C.3.1 What will happen with project outputs after the project end and how will the outputs be made available to the general public?

Please describe how the outputs will be maintained and developed further after project end and where they will be made available.

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| *Enter text here* |

C.4 Future of the partnership

C.4.1 Do you plan to continue cooperation beyond this project?

If the answer is yes, please fill in section C4.2 If the answer is no please complete C4.3

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| Yes/No |
| *Yes/No* |

C.4.2 Cooperation beyond this project

Please indicate by Yes or No how you will continue the cooperation beyond this project (to ensure durability of project outputs). Cooperation should not only concern partners and associated partners but also cooperation with stakeholders.

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| --- | --- | --- |
| Measures | Yes/No | Comment |
| **Institutional structures for maintaining of the project results**  (if yes, please indicate what structures for maintenance of the project results were established, which partners will support them financially, what will be the tasks for such structures) | *Yes/No* | *Enter text* |
| **Long run action plan for maintaining the project results**  (if yes, please indicate by whom an action plan has been agreed and what is its time horizon) | *Yes/No* | *Enter text* |
| **Adjustment of the regional/national strategic documents or/and planning procedures for maintaining the project results**  (if yes, please indicate the nature of such adjustments and names of documents and procedures affected) | *Yes/No* | *Enter text* |
| **Follow-up projects**  (if yes, please describe them briefly possible funding sources e.g. European Territorial Cooperation, national public funds, national private funds, other EU funds) | *Yes/No* | *Enter text* |
| **Other** (please specify) | *Yes/No* | *Enter text* |

C.4.3 No cooperation beyond this project

If you do not plan to continue the cross-border partnership established by the project please indicate the main reasons.

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| --- | --- | --- |
| **Targeted problems have been solved within project time frame** | *Yes/No* | *Enter text* |
| **Partnership has not turned out to be very successful** | *Yes/No* | *Enter text* |
| **Partners have no interest to continue.** | *Yes/No* | *Enter text* |
| **Other** (please specify) | *Yes/No* | *Enter text* |

C.5 Contribution to wider policies and strategies

Compared to what was planned in the Application Form, how did you contribute to wider policies and strategies?

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| *Enter text here* |

C.6 Feedback on the Programme

C.6.1 Cooperation with the Programme bodies

Please give feedback on your experience in cooperating with the programme bodies (MA, JS, Contact Points, Controllers, …)

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| *Enter text here* |
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C.6.2 Obstacles faced during the implementation of the project.

Please give feedback on your experience with the legislative framework, programme rules and guidance. In case you faced any obstacles that held you back in the project implementation please indicate it here.

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| *Enter text here* |

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C.7 Document storage

Please acknowledge that the conditions of the subsidy contract have been complied with and that the information on the location of project documents after project end has been updated for each project partner (Section in Supplementary information template (Contracting section in Jems))

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| Acknowledgement |  |