##### **F I N A L R E P O R T**

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| --- | --- |
| Project no.: |  |
| Project title: |  |
| Project implementation period: |  |
| Grantee name:  |  |
| Address: |  |
| Name of project coordinator: |  |
| Phone: |  |
| Email: |  |

**1. DELIVERABLES**

In this section, we would like you to describe each output (event or product) that has been realized as part of your project. Please include ALL outputs separately, when possible. **Do not copy text from the application form.**

**OUTPUT no. 1.**

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| **TITLE OF THE EVENT/PRODUCT:** |  |
| **Dates (in case of event):** |  |
| **Location (in case of event):** |  |
| **Description:***What was the purpose of this output?* |  |
| **Achievements:***What did you achieve with this event/product? How did it contribute to the fulfilment of the project objective set in the application?* |  |
| **Dissemination/promotion:*****Event:*** *How was the event promoted? List the media and include links if applicable.****Product:*** *By what means did you promote and disseminate the product?* |  |
| **Target groups:***Which target groups were involved in this output and in what way?**What was the number of people within each group?**What was the balance in respect to V4 countries?**Attach attendance list/s or other proof/s of involvement/participation to the Final Report, when possible.* |  |
| **Partnership:***Describe each partner’s involvement in realizing this output.**Summarise the strong points and weak points of your partners´ involvement within this output.*  |  |

**OUTPUT no. 2.**

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| **TITLE OF THE EVENT/PRODUCT:** |  |
| **Dates (in case of event):** |  |
| **Location (in case of event):** |  |
| **Description:***What was the purpose of this output?* |  |
| **Achievements:***What did you achieve with this event/product? How did it contribute to the fulfilment of the project objective set in the application?* |  |
| **Dissemination/promotion:*****Event:*** *How was the event promoted? List the media and include links if applicable.****Product:*** *By what means did you promote and disseminate the product?* |  |
| **Target groups:***Which target groups were involved in this output and in what way?**What was the number of people within each group?**What was the balance in respect to V4 countries?**Attach attendance list/s or other proof/s of involvement/participation to the Final Report, when possible.* |  |
| **Partnership:***Describe each partner’s involvement in realizing this output.**Summarise the strong points and weak points of your partners´ involvement within this output.*  |  |

**2. IMPLEMENTATION**

**What progress/change did you achieve within the context/problem specified in the application?**

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**What evaluation tools (indicators) were undertaken to report this progress/change throughout the project implementation? List them together with their conclusion/analysis.**

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**Identify the weak points of the project implementation. What would you do differently if you could start over again?**

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**3. PARTNERSHIP**

**Do you plan to cooperate with these project partners in the future? If yes, in what way? If not, what could improve the partnership to make it a lasting cooperation for the future?**

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**Summarise the strong points and the weak points of the partnership throughout the project.**

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**4. FOLLOW-UP**

**How do you plan to build on the results achieved in this project in the future?**

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**If you plan to continue/run similar projects in the future, what improvements - based on experience from this project - do you foresee?**

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Prepared by:

Signature of the statutory representative:

Stamp:

Date:

|  |
| --- |
| **IVF´s evaluation: (KEEP BLANK, TO BE COMPLETED BY IVF)** |
| Partnership: |  |
| Level of achievement of the objective specified in the application: |  |
| V4 relevance/feature: |  |
| Communication with the grantee: |  |
| Respect of the rules/deadlines/budget: |  |