

**EEA GRANTS 2014-2021: PROGRAMME EDUCATION
INSTITUTIONAL COOPERATION PROJECTS – INTERIM REPORT**

A. Interim Report Form – EEA grants 2014-2021			
Programme:	CZ-Education	Call:	<input checked="" type="checkbox"/>
Type of project:	INSTITUTIONAL COOPERATION PROJECTS		
Project number:			
Project title:			
Beneficiary / Project Promoter (name)			
Reporting period:	1/8/20XX – 30/06/20XX		
Project start date:	1/8/20XX	Project end date:	31/7/20XX

A.1. Summary of partner organisations			
	Name of partner	City	Country
1.			
2.			
3.			

B. Project Implementation

Please provide a description of the overall state of play of your project: what are the achievements of the project at this stage? Are the project activities being carried out as planned? Have any of the project's objectives been reached so far?

Please describe the activities organised by your project and the way they were carried out. Please provide detailed information in particular about the project activities that were supported from the budget category "Project management and implementation support".

How have the project partners contributed to the project so far? Has the distribution of the tasks been adjusted since the application stage?

If relevant, please describe any difficulties you have encountered until now in managing the implementation of the project and how you and your partners have handled them.

B.1. Communication

What kind of promotional activities did your partnership carry out and through which channels?

Project webpage:

What promotional activities are you planning to carry out by the end of the project?

C. Activities

C.1. Intellectual Outputs

<i>Identification¹</i>	<i>Please describe the achievements reached by 30/06/20XX.</i>	<i>What is your plan for the second half of the project period? Has the activity been adjusted since the application stage?</i>

C.2. Multiplier Events

<i>Identification²</i>	<i>Please describe the achievements reached by 30/06/20XX.</i>	<i>What is your plan for the second half of the project period? Has the activity been adjusted since the application stage?</i>

C.3. Peer-learning activities

<i>Identification³</i>	<i>Please describe the achievements reached by 30/06/20XX.</i>	<i>What is your plan for the second half of the project period? Has the activity been adjusted since the application stage?</i>

¹ Fill in the identification number and the title of the intellectual output according to the application form.
² Fill in the identification number and the title of the multiplier event according to the application form.
³ Fill in the identification number of the peer-learning activity according to the application form.

C.4. Transnational project meetings

Please describe the realised transnational project meeting(s) – date, location, agenda and participants (their number, roles). Are you planning to hold any other by the end of the project?

Template

D. Programme Indicators

*The project's contribution to the achievement of the Programme Outcome 1 within the reporting period.
NB: if the indicator is not relevant for your project, please fill in "not applicable".*

Indicator	Target set in the Grant agreement	Achievement till 30/06/20XX	Plan till the end of the project
Number of institutions which applied new methods for democracy and citizenship education			
Number of institutions which applied new methods for inclusive education (including Roma inclusion)			
Number of intellectual outputs generated			
Number of peer-learning activities carried out			
Number of people attending peer-learning activities			

Template

E. Budget and Project Financing

This section gives a detailed overview of the amount of the grant related to the activities realized so far.

Copy the total amount for the budget categories from the Annex(es) "Financial Accounts" (Excel table). NB: if the budget category is not relevant for your project, please fill in "not applicable".

Budget category	Amount in EUR	Transfer of funds between budget categories (+/-) (If relevant)
Project management and implementation support / <i>Projektové řízení a organizace</i>	EUR	EUR
Transnational project meetings support / <i>Mezinárodní projektová setkání</i>	EUR	EUR
Cost of staff assigned to the project / <i>Mzdové náklady na tvorbu intelektuálních výstupů</i>	EUR	EUR
Multiplier events / <i>Organizace diseminačních akcí</i>	EUR	EUR
Travel / <i>Cestovní náklady</i>	EUR	EUR
Subsistence / <i>Pobytové náklady</i>	EUR	EUR
Special needs support / <i>Náklady na účastníky se specifickými potřebami</i>	EUR	EUR
Exceptional costs / <i>Mimořádné náklady</i>	EUR	EUR
Total grant	EUR	EUR
If relevant, please explain all the budget transfers between the budget categories in line with the budget transfer rules.		

E.1. Payments	
	Amount
Maximum amount of the grant <i>(see Art. 3.1. of the grant agreement)</i>	CZK
Pre-financing payment 40 % <i>(see Art. 5.1. of the grant agreement)</i>	CZK
Amount of pre-financing payments reported as having been spent by 30/06/20XX	CZK
Share of the previous pre-financing payment spent <i>(calculation: total amount reported as spent/pre-financing payment)</i>	%
Are you requesting a further pre-financing payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Specify the requested amount <i>(up to 40% of the total maximum amount set in the grant agreement)</i>	CZK

F. Annexes

Please note that all the documents mentioned below need to be uploaded into the on-line information system together with the interim report.

Before submitting your report to DZS, please check that:

- You have annexed the Excel table(s) with realised activities;
- If the Interim report is not signed by the legal representative of the beneficiary organisation, you have uploaded the authorisation of the person who has signed it;
- Other supporting documents as requested in the grant agreement Annex II (e.g. in case of special needs support or exceptional costs)

G. Declaration of Honour

I, the undersigned, certify that

- the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular, the financial data provided corresponds with the activities actually realised and with the funds actually paid,
and hereby declare that
- other funds than those allocated through the EEA Grants 2014-2021 Programme Education have not been used to cover the same expenditure in carrying out the Institutional cooperation project.

If relevant, please tick:

- I, the undersigned, hereby declare that the deduction of VAT cannot be claimed.

Name of the legal representative	Date and place	Electronic Signature