

Final Report

➔ Background Information

According to the Subsidy Contract (SC) a Final Report shall be submitted to the Joint Technical Secretariat (JTS) and the Managing Authority (MA) within three months after the closure of the project implementation. The last regular Progress Report (PR) including the last report on Pilot Activities (Word and Excel templates) shall be submitted together with the Final Report and related documents.

As laid down in Article 3 (6) of the SC the Final Report shall include the following items:

- + a comparison of planned and actually realised activities (indicating reasons for occurred deviations) and expenditure occurred and a critical assessment of the projects' progress;
- + a presentation of results, especially with regard to the fulfilment of the criteria and indicators laid down in the Operational Programme (OP);
- + experiences with transnational co-operation;
- + details on planned follow-up activities and further steps for utilisation and dissemination of the results.

The closure of the Final Report is one precondition for the initialisation of the final ERDF tranche (see also factsheet 7.2 on Final Payment).

➔ Guidance

The Final Report is the last document to be submitted by the project partnership. It provides an overview of project and partnership achievements at the moment of closure and long lasting effects of these achievements.

The information contained in the last regular PR (particularly in the Financial Tables) complements the Final Report and closes the project. The Lead Partners shall check the revised PR guidance available on the Alpine Space Programme website, which contains specific indications on how to complete the last regular PR.

The Final Report consists of three sections:

- + Section A will be published as part of a project results compendium and made available to funding bodies, policy makers and the general public. It must be considered as the project's "business card". Please fill it in with great care, be concise and clear, check carefully style and language and avoid acronyms or jargon. The guidance for each text field can be overwritten. Text fields are limited to 1500 characters each.
- + Section B will provide technical information to the programme and funding bodies. All parts of Section B should be filled in (please refer to the Final Report guidance). The guiding questions for each text field can be overwritten. They should help drafting the answer, but they need not necessarily be answered individually and in the same order. However, all elements should be considered (if relevant) as the report will be checked along them. Please be concise and limit your answer to max. ½ page per text field.
- + Section C is the Final Report Lead Partner Declaration in which the Lead Partner and ERDF-Lead Partner (if existent) shall certify that financial and legal obligations by the programme have been met.

Reference Documents

- + Article 3 of the Subsidy Contract
- + Factsheet 7.2 on Final payment
- + Factsheet 6.5 on Revenues

Annex

- + Final Report Templates with guidance