Contracting Authority

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Regional Youth Cooperation Office

**Call for Project Proposals 2020**

**“A Better Region Starts with You*th*”**

**Narrative Report Template**



*This Narrative Report Template is subject to change and, at this stage, serves to inform potential applicants on the reporting requirements and form. The final version of the Narrative Report Form that the grantees will use to report on their projects will be provided to them as part of the grant agreement in the contracting phase.*

* Use the project proposal as the basis for your narrative reporting.
* This report must be completed and signed by the Applicant’s Legal Representative.
* The information provided below must correspond to the financial information that appears in the financial report.
* Please fill out the report electronically.
* Please expand the paragraphs if necessary.
* Please refer to your Grant Contract and send the report to the address mentioned.
* Please make sure you answer each question in detail and provide us with all relevant information. RYCO will not accept any incomplete or poorly completed reports.
* The answers to all questions must cover the ENTIRE project implementation period.
* Please make sure that the total number of pages does not exceed ten pages. Additional annexes such as specific reports, brochures, pictures etc. can be sent in addition to the final narrative report.

# PART 1. GENERAL INFORMATION

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| **Contract No.** |  |
| **Project title** |  |
| **Specific Objective** |  |
| **Applicant** |  |
| **Legal status**  Tick the box by clicking on it. | ☐ Civil Society Organisation |
| **Partner(s)** | Partner 1: |
| Partner 2: |
| Partner 3: |
| Partner 4: |
| Partner 5: |
| **Location(s) of the project** |  |
| **Project implementation period**  Project starting – ending date |  |
| **Reporting period** |  |
| **Date of submission of the report** | Click here to enter a date. |
| **Name and surname of the Applicant’s legal representative** |  |
| **Legal Representative Signature** |  |

# PART 2. GENERAL ACHIEVEMENTS DURING IMPLEMENTATION PERIOD

**2.1. Impact of the project (qualitative)**

What do you consider to be the key results of your project, regarding its contribution to regional youth cooperation and reconciliation? What impact or change did you observe that your activities made on project participants and others involved? Is this what you intended to happen when you planned the project?

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**2.2. Implementation of activities (quantitative)**

In the table below add all activities listed in your application form, write their main measurable results, describe any challenges you may have experienced during the project implementation and how you responded to them. There is also space for additional comments if you wish to emphasize or clarify anything.

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| **Activity**  **(List all the activities defined in the Application Form)** | **Methods (lecture and moderated discussion, workshop, training, study visits, etc.)** | **Results (Please name any eventual “products” resulting from the activities such as booklets, papers, videos, exhibitions etc.)** | **Challenges**  **(if any)** | **Additional comments (Please also mention any changes from the program/from the planning)** |
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*Add rows if needed*

**2.3. Is there anything you wished to achieve but did not succeed in doing or anything in the course of implementation that did not go as initially planned? If yes, please explain why.**

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**2.4. Please describe how you measured and monitored progress, changes, and results in the course of project implementation. How did you ensure that activities were going as planned and that their results were consistent with what you intended to achieve? Please indicate the measuring techniques used (questionnaires, peer review, recordings, etc.).**

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**2.5. Please describe how you ensured cooperation and coordination among the partners during the implementation of this project. What would you do differently next time? Moreover, please list the co-financing sources of the project (if applicable).**

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**2.6. How did you communicate the project to external audiences? How did you inform your communities on the implementation of the project and its results? How did you ensure visibility of RYCO’s support to your project? (Share with us web links, Facebook albums, videos, etc.)**

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**2.7 If your activity(ies) were covered by the media, please let us know the total number of media coverage and list below the links of media coverage.**

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**2.8. What are you planning to do to ensure the sustainability of the project outcomes?**

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**2.9. Have you achieved any additional or unexpected results during the implementation of this project?**

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**2.10. Please describe how you ensured diversity within the group of project participants? What did you achieve when it comes to the inclusion of marginalised youth?**

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**2.11. How did you collect feedback from the project participants? What are the results of project evaluation by participants? What did they particularly like? What were they dissatisfied with?**

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**2.12. For the purpose of external communication and promotion of your project results, please share several statements or quotes from either the project participants or project organisers. These should inform about a learning from this project, a change or impact that the project had on participants or organisers.**

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**2.13. Please evaluate the quality content of the program (did the program reflect the specific objective; were the topic, sites of memory, methodology used, the invited lecturer/trainer/expert/other speakers chosen wisely) and the organisational aspects (quality of the venue, accommodation, transportation means, other technical/logistic aspects etc).**

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**2.14. What lessons did you draw out of the implementation of this project? What would you do differently if you had the chance to start over again?**

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**PART 3. COOPERATION WITH RYCO**

**3.1. How would you describe the cooperation with RYCO during the implementation of your project?**

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**3.2 How would you describe the communication with RYCO during the implementation of your project?**

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**3.3. What could RYCO do better? What could RYCO do to provide better or more meaningful support to organisations during project implementation? Is there anything RYCO should do differently?**

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**3.3. Are there any other issues to be brought to RYCO’s attention?**

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**PART 4. STATISTICAL DATA**

**4.1. Was the intended target group achieved? Did the expected participants attend)? Please explain the steps you took to select the participants and what were the selection criteria.**

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**4. 2. Please fill out the table below:**

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| **Total number of received applications for participation from young people:** |  |
| **Total number of participants in the project:** |  |
| **Total number of participants per WB 6 Contracting Party:**  *(e.g 6, or N/A for CPs which are not covered by the consortium)* | *For example:*  *Albania*  *BIH*  *Kosovo[[1]](#footnote-1)*  *Montenegro*  *North Macedonia*  *Serbia* |
| **Total number of participants outside WB6 (if any):** | *For example:*  *Germany: 3 participants* |
| **Number of participants by gender:** | Total number of female participants: |
| Total number of male participants: |
| Total number of other participants: |
| **Number of participants by age:** | Total number of participants age 14 - 18: |
| Total number of participants age 19 - 24: |
| Total number of participants age 25 - 30: |
| Total number of participants over the age of 30: |
| **Number of direct and indirect participants:** | Total number of direct participants (young people who registered and attended):  Other young people who were reached indirectly through open events (estimation): |
| **Type of target groups present within your participants and how many of each group:**  *(e.g 6, or N/A for youth groups which are not covered by the project)* | * Persons with physical disabilities * Persons with developmental challenges * Gender minority * Ethnic minority * Religious minority * Roma * LGBTQ * Living in poverty * Living in remote area with limited or no access to social structures, youth services * Living in remote area without internet connections * Immigrants or refugees * Youth not in employment, education and training * Youth without parental care * Youth exposed to conflict, violence and/or bullying * Youth involved in conflict with the law * Youth discriminated on basis of race * Other\_\_\_\_\_\_\_\_ |
| **Number of organizers and professional workers engaged in your project activities** | *Total number:*  *Females:*  *Males:*  *Other:*  *Age 18-30:*  *Age 30-50:*  *Over the age of 50:*  *From marginalized groups:* |
| **Evaluation of RYCO**  *We would like to know your experience with RYCO support for RYCO M&E purposes. Please evaluate on a scale from 1-5 (1 - very dissatisfied, 2 - dissatisfied, 3 - neither satisfied nor dissatisfied, 4 - satisfied, 5 - very satisfied)* | RYCO's responsiveness to requests (timeliness and quality of response):  Overall quality of support received from RYCO to enable implementation of the project: |

1. This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. [↑](#footnote-ref-1)