

Contracting Authority



Regional Youth Cooperation Office

Call for Project Proposals 2023

RYCOConnecting 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

Contract No.	
Project title	
Specific Objective	
Applicant	
Legal status Tick the box by clicking on it.	<input type="checkbox"/> 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	

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.

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.).

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.

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.)

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.

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

2.9. *Are there any unexpected positive or negative changes achieved so far?*

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?

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?

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.

2.13. 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?

PART 3. COOPERATION WITH RYCO

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

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

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?

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

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.

4. 2. Please fill out the table below:

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):
Total number of participants per WB 6 Contracting Party:	<i>For example:</i> <i>Albania</i> <i>BIH</i> <i>Kosovo¹</i>

¹This 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.

<i>(e.g 6, or N/A for CPs which are not covered by the consortium)</i>	Montenegro North Macedonia Serbia
Total number of participants outside WB6 (if any):	<i>For example: Germany: 3 participants</i>
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 participants (young people) by ethnicity (if possible):	Albanian: Bosniak: Croat: Kosovar: Montenegrin: Macedonian: Serbian: Roma: Greek: Hungarian: Bulgarian: Turkish: Other (<i>please define which ethnicity</i>):
Type of target groups present within your participants and how many of each group: <i>(e.g 6, or N/A for youth groups which are not covered by the project)</i>	<input type="checkbox"/> Persons with physical disabilities <input type="checkbox"/> Persons with developmental challenges <input type="checkbox"/> Gender minority <input type="checkbox"/> Ethnic minority <input type="checkbox"/> Religious minority <input type="checkbox"/> Roma <input type="checkbox"/> LGBTQ <input type="checkbox"/> Living in poverty <input type="checkbox"/> Living in remote area with limited or no access to social structures, youth services <input type="checkbox"/> Living in remote area without internet connections <input type="checkbox"/> Immigrants or refugees <input type="checkbox"/> Youth not in employment, education and training <input type="checkbox"/> Youth without parental care <input type="checkbox"/> Youth exposed to conflict, violence and/or bullying <input type="checkbox"/> Youth involved in conflict with the law

	<input type="checkbox"/> Youth discriminated on basis of race <input type="checkbox"/> Other _____
Number of organizers and multipliers	<i>Total number:</i> <i>Females:</i> <i>Males:</i> <i>Other:</i> <i>Age 18-30:</i> <i>Age 30-50:</i> <i>Over the age of 50:</i> <i>From marginalized groups:</i>
Evaluation of RYCO <i>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)</i>	RYCO's responsiveness to requests (timeliness and quality of response): Overall quality of support received from RYCO to enable implementation of the project: