

Checklist for project-level information

This checklist provides guidance for filling out project-level information in GrACE. Please find additional guidance on completing the project-level information in:

- the [Results Reporting Guide](#)
- the [Project Level Information Template](#)
- the [GrACE User Manual](#)

Video trainings exist on '[how to write quality Project Level Information \(PLI\)](#)' and on filling in the [project-level information](#).

The Programme Operator and Fund Operator must ensure that the information provided is correct and reliable. Once submitted, the information is automatically published on [eeagrants.org](#) without prior review by the Financial Mechanism Office (FMO). Remember to update project-level information if there are any significant changes to the project (e.g. partner information, project grant, project status) or if requested by the FMO Programme Manager.

Use clear and simple language in the project title, project summary and project results sections. Avoid using abbreviations, jargon and technical terms.

INITIAL REGISTRATION		✓
Project title	<p>Is the project title understandable for the general public?</p> <p>The title should always be in English. If the project title is difficult to translate directly (e.g. a play on words in the national language), consider giving the project a more descriptive title in English.</p>	
Project URL	<p>Have you provided a URL to the project website or social media page?</p> <p>If you cannot provide a URL when you first register the project in GrACE, make sure to update this field when it is available.</p>	
Project details		
Project promoter	<p>Does the organisation already exist in GrACE?</p> <p>If so, always choose the existing organisation from the list. Create a new organisation if it is not in the list in GrACE. If you select an existing organisation, you can still edit the contact information if necessary.</p>	
Call	<p>Is the project contracted through an open call or a small grants scheme?</p> <p>If so, select the relevant call from the list.</p>	
Project partners		
Donor project partner	<p>Does the project have a donor project partner or other project partners?</p> <p>If so, make sure to include them in this section. Always check if the relevant organisation already exists in GrACE before creating a new one. If you select an existing organisation, you can still edit the contact information if necessary.</p>	
Project content		
Summary¹	<p>Does the summary properly answer the following questions?</p> <ul style="list-style-type: none"> • Why is the project needed? • Which situation or problem does the project aim to address? • How will the project address these challenges? • How will the project be implemented? (Describe main activities and outputs; what will be produced or delivered?) • What does the project plan to achieve? • Who is expected to benefit from the project and how will they benefit? <p>If the project has a donor project partner or other project partners, include what added value the partnership is expected to bring to the project.</p> <p>If you have selected a policy marker (below) as relevant or fundamental, make sure the policy issue is included in the summary.</p>	

¹ [Link](#) to training video on 'How to write quality Project Level Information (PLI)'

Sector codes²	Does the sector code you selected represent the most relevant economic, societal or environmental area for funding? Make sure that the DAC sector you choose, is thematically compatible with the respective outcome. ³
Project target group⁴	Which end beneficiaries (individuals, groups or entities) are expected to achieve tangible benefits from the project? Select intermediaries if there are groups the project seeks to influence to achieve results for the end beneficiaries. The target groups should always be defined from the point of view of a project promoter.
Policy markers⁵	Is the project explicitly advancing one of the policy marker issues? If so, select either the relevant or fundamental category. If this is not the case, the non-applicable category should be selected. <u>Criteria for assigning policy markers:</u> <ul style="list-style-type: none"> • Non-applicable - A policy marker should be marked as 'non-applicable' if the project is not specifically designed to advance the issue that the policy marker describes. • Relevant - A policy marker should be marked as 'relevant' if it is among one of the issues important to the project but not the main focus or the principal justification for the project. • Fundamental - A policy marker should be marked as 'fundamental' if it is the main focus or the principal justification for the project (i.e the project would not be implemented without this focus)
Project location	Is the most detailed location level selected? Always try to select NUTS level 3, and only use a higher level of NUTS (NUTS 2 or NUTS 1) if the project location cannot be limited to a single region.
Project timeline	
Project signature date	Is the signature date correct according to the project contract? Make sure the signature date is not for example set in the future.
Project eligibility end date	Is the eligibility end date correct according to the project contract? If the project period is extended after signature, the project level information must be updated accordingly.
FINAL REGISTRATION	
Project results	
Project results	Does the results summary answer the following questions? <ul style="list-style-type: none"> • Why was the project needed? • Which activities were implemented, products delivered, services established, etc.). Why were these activities, products and/or services, etc. important? • What was the main results of the project (including any unintended results)? • What difference has the project made for its end beneficiaries? • How has the situation improved as a result of the project? • What was the importance of the project (make sure to consider expected long-term impact)?
Good practice	Has the project contributed to significant changes for the end beneficiaries, used innovative methods or won an award? If so, the project can be recognised as a 'good practice' project.
Bilateral results summary	How did the bilateral partnership contribute to the project's results? Were there any shared results, did the collaboration lead to improved knowledge and understanding, has the partnership(s) led to any wider effects? Are there any plans to continue the bilateral collaboration?

2 More information about sector codes can be found in the [Results Reporting Guide](#) (p.19 and Annex III)

3 Just because a CSO project delivers training on environmental awareness does not justify the classification of this project under the environment DAC sectors. This would fall under a general 150 Government and Civil Society.

4 More information about project target groups can be found in the [Results Reporting Guide](#) (p.19 and Annex II)

5 More information about the policy markers can be found in the [Results Reporting Guide](#) (p.20, 21)