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.

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### INITIAL REGISTRATION

<table>
<thead>
<tr>
<th>Project title</th>
<th>Is the project title understandable for the general public?</th>
</tr>
</thead>
<tbody>
<tr>
<td>7KHVLWQHVKRXOGDOZDIVEHLO(Q)OLVK,JWKHSURMHFWWLWHVQXOWRWUDQVODWHGLUH</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project URL</th>
<th>Have you provided a URL to the project website or social media page?</th>
</tr>
</thead>
<tbody>
<tr>
<td>JLRQXEDVWXHVLQJ</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project promoter</th>
<th>Does the organisation already exist in GrACE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRVRODOZDFKRRVHWKHHLQVRWUDQRQIPURPWKOLVHVQXOWRWUDQVODWHGLUH</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call</th>
<th>Is the project contracted through an open call or a small grants scheme?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1RXFDQJ</td>
<td>If so, select the relevant call from the list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project partners</th>
<th>Does the project have a donor project partner or other project partners?</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRVRODOZDFKRRVHWKHHLQVRWUDQRQIPURPWKOLVHVQXOWRWUDQVODWHGLUH</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary</th>
<th>Does the summary properly answer the following questions?</th>
</tr>
</thead>
</table>
| 1RXFDQJ | - 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?  
- RZLQLQWKHSURMHFEHLPQVYHWHGSHFULEHDPQLQDWRUWLQH | |

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.
Sector codes 2

Does the sector code you selected represent the most relevant economic, societal or environmental area for funding?

0DNHVXUWHKDWVWHH*¢&VHFWRU|RXFKRRVHLVWHPDWDLODO|FRPSDWLEOHZH|LWKWH|HUHVS|HFWLOHZ

Project target group 4

Which end beneficiaries (individuals, groups or entities) are expected to achieve tangible benefits from the project?

6HOHFLQ|WHUDP|HLD|LWH|LWKWHUH|DJURXSVWKHSURMHFWVHNVWRLQXHQFWR|DF|LHYUH|HQGE|HQOF|LDLHUW7K|HWDU|H|HWJURXSVVRKRQOGD|S|VHEH|@|OQH|URPWK|HSLQWRIY|LH|ZRD|SURLYPROMOTER

Policy markers 5

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.

&ULWHULDUR|V|LQ|ISORL|FPDUNHUV

- Non-applicable
- Relevant
- Fundamental

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

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)

Project location

Is the most detailed location level selected?

$OZDVWUWRV|HOHVFW|1876OHY|ODQGRQO|XVHDKL|J|KUOHYH|ORI1876U86RU1876LI

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?

0DNHVXUWHK|LQDWXUHGD|LH|VQRWIRUH|DPSOHVHWL|QW|K|H|WX|UX|UH

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

Does the results summary answer the following questions?

- Why was the project needed?
- Which activities were implemented, products delivered, services established, etc.?). Why were these activities, products and/or services, etc., important.
- How has the situation improved as a result of the project?
- 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?

- !VR|WHK|SURMHWFDQEHUHFR|QLV|HDGD|V|J|RG|SDWF|LFH|ASURMHWF

Bilateral results summary

How did the bilateral partnership contribute to the project’s results?

-HUHWK|UH|H|O|V|K|DU|U|G|H|X|O|V|G|LV|GH|FWRO|DEUDLW|RQH|DG|WRL|PSURY|HG|NQ|RZ|O|H|G|DHQ|X|W|D|QGLQ|K|DV|K|HSDUWHU|K|LSV|OH|GR|WDQ|IZ|LZH|H|FWF|SUH|WHK|H|DQ|SDQ|V|FWR|Q|LQ|LH|GW

3 More information about project target groups can be found in the Results Reporting Guide (p.19 and Annex III)

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