

## Project level information template FM14-21

This template applies to all programmes (including Active Citizen Fund). Fields are mandatory if not specified otherwise.

Please use this template in conjunction with the [Results Reporting Guide](#) which provides additional guidance on how to report on the Project level information.

**Part A) Initial registration:** 15 days after the Project contract Signature + possibility to update the information whenever something changed

Updates are needed when: the project promoter name is changed, a partnership with the donor project partner started, the donor project partner(s) are changed or not active anymore, the project grant is changed/reallocated, the projects status changes (see the possible options below)

### 1. Project details

**ID:** auto-generated based on user organisation role (XX-HOSTPA-XXXX)

**Country:** pre-filled based on user organisation role

**Programme Code:** pre-filled based on user organisation role

**Financial Mechanism:** EEA/Norway [choose one option – pre-filled if programme in one FM]

**Project title:** \_\_\_\_\_ [text in English]

**Project internal id:** \_\_\_\_\_ [ID/reference from PO database; optional field]

**Project URL:** \_\_\_\_\_ [automatic validation for the url format; optional field – user to update the URL when available]

**Implementation modality** \_\_\_\_ [Single choice: Call/Small Grant Scheme/Predefined project/Financial instruments – Call is the default option] [Small Grant Scheme and financial instruments not applicable for PA15]

**Call** \_\_\_\_ [Single choice from the calls in the programme - skip if pre-defined was selected above]

**Project grant** (includes programme level co-financing) \_\_\_\_\_ (EUR) [text in brackets about programme level co-financing not applicable for PA15]

**Project grant rate** \_\_\_\_\_ [%]

**Project level co-financing** pre-filled based on the above

**Project eligible expenditure** pre-filled based on the Project grant above and the Programme grant rate

**Project Promoter organisation** \_\_\_\_ [choice from existing Contact registry restricted to the BS based on user organisation. If New, see below]

**If the organisation(s) not in Contact Registry, add with the following fields**

**Organisation name (in English)** \_\_\_\_\_

**Organisation local name** \_\_\_\_\_ [optional]

**Website** \_\_\_\_\_ [optional]

**Organisation classification** \_\_\_\_ [Single choice from the list – see the [Results Reporting Guide](#) Annex VIII]

**Country** \_\_\_\_\_

**City** \_\_\_\_\_

**E-mail address** \_\_\_\_\_ [mandatory; this e-mail will be used for the bilateral survey carried out by FMO as well as for other communication on this project]

## 2. Project partners

Multiple donor project partners possible. To be registered one by one.

**Donor Project Partner country** \_\_\_\_ [choice from Norway/Iceland/Liechtenstein]

**Donor Project Partner organisation(s)** \_\_\_\_ [choice from existing Contact registry restricted to chosen Donor State. If New, see below + add any additional Donor Project Partner(s)]

**If the organisation(s) not in Contact Registry, add with the following fields**

**Organisation name (in English)** \_\_\_\_

**Organisation local name** \_\_\_\_ [optional]

**Website** \_\_\_\_ [optional]

**Organisation classification** \_\_\_\_ [Single choice from the list – see the [Results Reporting Guide](#) Annex III]

**Country** \_\_\_\_\_ [single choice from Donor States list]

**City** \_\_\_\_\_

**E-mail address** \_\_\_\_\_ [mandatory; this e-mail will be used for the bilateral survey carried out by FMO as well as for other communication on this project]

**Are there any other partners involved in the project (Beneficiary State or international organisations)?** Yes/No

**(If Yes before) Provide the following details about the other partners** [insert one row for each partner. Note: these organisations will not be registered in the Contact registry]

<b>Country</b> [single choice from all countries except Donor States]	<b>Organisation name (in English)</b> [text]	<b>Organisation classification</b> [single choice from a predefined list]
1.	1.	1.
...		

## 3. Project content

**Project outcome(s):** prefilled if one Outcome (excl. Bilateral Outcome) in the selected Programme / multiple choice if there are multiple outcomes in the selected Programme

**Project output(s):** multiple choice from the outputs in the selected outcome(s)

**Project description summary** \_\_\_\_ [text, less than 2000 characters]

*Why is the project needed? Which situation or problem does the project aim to address? (provide reference to evidence, include reference to the relevant laws or policies, where relevant)*

*How will the project address these challenges? (please summarize the main activities and deliverables planned to address these challenges)*

*What does the project plan to achieve?*

*Who is expected to benefit from this project and how will they benefit?*

*For each donor project partner or other project partner: what added value is the partnership expected to bring to the project?*

*Tips:*

*Aim to write the summary as clearly as possible. Things to keep in mind:*

- *Avoid jargon, technical terms and abbreviations. Keep your sentences short and to the point. The summaries will be published publicly and should be understandable to the general public.*
  - *Don't: "The project explores **how to implement the provision of fundamental services to involuntary undomiciled individuals.**"*
  - *Do: "The project explores **how to provide health care and other social services to homeless people.**"*
- *Avoid passive sentences wherever possible. Be direct.*
  - *Don't: "**A study will be conducted**"*
  - *Do: "The project **includes a study**" or "**We will conduct a study**"*

**Project sector code** [Single choice from the list – see the [Results Reporting Guide](#) Annex III; If multiple sectors are applicable, please choose the most relevant for the project]

(Only PA03) **Project type** Preparatory visits/ mobility / institutional cooperation [Single choice]

(Only PA02) **Research type** Basic research/Applied research [multiple answer]

(Only PA02) **Research discipline** [Multiple choice from the list – see the [Results Reporting Guide](#) Annex VII]

(Only PA12) **Estimated CO<sub>2</sub> emissions reductions/year contracted:** \_\_\_\_\_ [number]

(Only PA15 and Outcome not Capacity building) **If the project has earmarked funds for capacity building, please specify the amount:** \_\_\_\_ (EUR)

(if Outcome=Capacity building, this amount is pre-filled with the Project Grant reported in section 1. Project details)

**Project target group:** multiple choice maxim 3 from the list provided in the [Results Reporting Guide](#) Annex II

<b>End Beneficiary</b>	<b>(Corresponding) Intermediary (if any)</b>
1.	1.
2.	2.
3.	3.

**Policy markers** [single choice from Non-applicable/Relevant/Fundamental – see guidance in the [Results Reporting Guide](#)]

- a. Gender equality
- b. Roma inclusion and empowerment
- c. Social inclusion of vulnerable groups other than Roma
- d. Anti-discrimination
- e. Transparency and anti-corruption

**Project location** \_\_\_ [single choice from NUTS list; see [Results Reporting Guide](#) p.20]

#### 4. **Project timeline**

**Project signature date** \_\_/\_\_/\_\_

**Project eligibility end date** \_\_/\_\_/\_\_ [according to the project contract]

**Project contract status** \_\_\_ [single choice: Signed/Terminated/Partially completed/Completed (by default Signed)]

#### 5. **Bilateral summary**

(only if there is at least one donor project partner registered in the section 2. Project Partners)

**What level of involvement do you foresee for your donor project partner(s)?** [Multiple choice list – if multiple donor project partners provide the overall perspective]

- Attend events in our project
- Contribute with presentations and/or input to events
- Provide capacity building in our project (in the form of training, etc.)
- Work with us to find common solutions to shared challenges in the project
- Other \_\_\_\_\_

**How was the cooperation established?** [Multiple choice list – if multiple donor project partners provide the overall perspective]

- Previous cooperation
- Match making event under the Programme
- Programme operator/ Fund operator
- Direct assistance by Donor Programme Partner or Donor Contact Point
- Search in the partnership database (Innovation Norway database, Norwegian Helsinki Committee, others)
- Embassy assistance
- Independent search for partner
- Other \_\_\_\_\_

(Not applicable for PA15) **Estimated amount for each donor project partner** \_\_\_ [EUR – provide figure for each donor project partner registered before; use N/A if not applicable]

**Part B) Final registration:** 15 days after the final Project report is finalised. Triggered by the update on Project status from Signed to any of the other options.

### 1. Project finalisation details

**Activities completed end date:** \_\_/\_\_/\_\_\_\_

**Final project grant** pre-filled [based on the amount paid to the project in all IFRs]

**Final project eligible expenditure** \_\_\_\_ [EUR]

(Only if there was a donor project partner initially registered) **Amount for each donor project partner** \_\_ (EUR) [provide figure per each donor project partner; use N/A if not applicable]

(if status=terminated/partially completed) **Reason for termination/ partial completion** \_\_\_\_ [text]

(if status=terminated/partially completed) **Were any results achieved?** Yes/No (if No: skip the next section Project results)

### 2. Project results

**Results summary** \_\_\_\_ [text, less than 2500 characters]

*First, explain why the project was needed (describe the challenges the project set out to address).*

*Second, give a short summary of what you did in the project (which activities were implemented, products were delivered, services were established, etc.). Why were these activities, products and/or services, etc. important?*

*Third, describe 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? Use facts and figures to support your explanation.*

*Finally, explain what the importance of the project has been (why does it matter that it achieved its results/was successful), making sure to consider the expected long-term impact.*

*Tips:*

*Aim to write the summary as clearly as possible. Things to keep in mind:*

- *Avoid jargon, technical terms and abbreviations. Keep your sentences short and to the point. The summaries will be published publicly and should be understandable to the general public.*
  - *Don't: "The project explored **how to implement the provision of fundamental services to involuntary undomiciled individuals.**"*
  - *Do: "The project explored how **to provide health care and other social services to homeless people.**"*
- *Avoid passive sentences wherever possible. Be direct.*
  - *Don't: "A study was conducted"*
  - *Do: "The project **includes a study**" or "**We conducted** a study"*

**Good practice** Yes/No

*A "good practice" project is a project that fulfils at least one of the following criteria:*

- *has contributed to significant changes for the end beneficiaries*

- *has used innovative methods*
- *has won an award*

**To what extent are the positive effects of the project likely to continue after the funding period?** [Single choice]

- not likely to continue beyond the funding period (e.g. continued funding is not foreseen, or the project's results are not sustainable for other reasons)
- are likely to continue beyond the funding period /
- are sustainable and will continue beyond the funding period

**(only if there is at least one donor project partner registered) Bilateral results summary**\_\_\_ [text – less than 2000 characters]

*Provide a short summary of how the project benefitted from having a donor project partner: what difference having a bilateral partner did make? Why was it important to have a donor project partner in the project?*

*Describe the main results from a bilateral level (were there any shared results, did the collaboration lead to improve knowledge and understanding, has the partnership(s) led to any wider effects?)*

*Finally, please explain if there any plans to continue the bilateral collaboration?*

**Tips:**

*Aim to write the summary as clearly as possible. Things to keep in mind:*

- *Avoid jargon, technical terms and abbreviations. Keep your sentences short and to the point. The summaries will be published publicly and should be understandable to the general public.*
  - *Don't: "The project explores **how to implement the provision of fundamental services to involuntary undomiciled individuals.**"*
  - *Do: "The project explores **how to provide health care and other social services to homeless people.**"*
- *Avoid passive sentences wherever possible. Be direct.*
  - *Don't: "**A study will be conducted**"*
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**(only if there is at least one donor project partner registered) How did the project contribute to strengthening bilateral relations?** Multiple choice list

- Achieved shared results (e.g. solved a particular issue through sharing experience, knowledge, know-how or working together for joint results)
- Improved knowledge and mutual understanding developed between entities involved
- The bilateral collaboration generated broader interest in our project from our stakeholders
- The bilateral collaboration had wider effects beyond the project (e.g. our results are being used in other contexts, or we are working together on other issues now)
- The bilateral collaboration extended to the regional and/or European level (towards EU and its institutions)
- The bilateral collaboration led to increased visibility (e.g. media coverage in connection with bilateral activity)
- Other \_\_\_\_\_

(only if there is at least one donor project partner registered) **What level of involvement did the donor project partner(s) have in the project?** [Multiple choice list – if multiple donor project partners provide the overall perspective]

- Attended events in our project
- Contributed with presentations and/or input to events
- Provided capacity building in our project (in the form of training, etc.)
- Worked with us to find common solutions to shared challenges in the project
- Other \_\_\_\_\_

(only if there is at least one donor project partner registered) **Will the cooperation with the donor partner(s) continue after the project is completed?** [Single choice list – if multiple donor project partners provide the overall perspective]

- Yes, a formal cooperation agreement is in place
- Yes, continued cooperation is planned
- Contact may continue, but no concrete plans for cooperation to date
- No, the cooperation will not continue