

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]

Country [single choice from all countries except Donor States]	Organisation name (in English) [text]	Organisation classification [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 CO₂ 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

End Beneficiary	(Corresponding) Intermediary (if any)
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.**"*
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- *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