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| NATOhor_RGB_HR | **NATO PUBLIC DIPLOMACY PROGRAMMES**  **CO-SPONSORSHIP GRANTS FOR PUBLIC DIPLOMACY PROJECTS**  **PUBLIC DIPLOMACY DIVISION, INTERNATIONAL STAFF, NATO HEADQUARTERS**  Blvd. Leopold III, B-1110 Brussels, Belgium |

Grant Final Report Form

FY 2018

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# General information

## Goal

Before submitting your Grant Final Report, please read carefully the Grant Application Guidelines document. The aim of this document is to help you to have a better understanding of the NATO rules applicable to Grants.

## Checklist

1. Initial assessment report

* Outputs
* Outcomes

1. Final report
   1. **Part A** (Finance)

* Grant Final Report Form
* Itemised invoices
* Confirmation of accuracy of Grantee’s Bank details
* Translation of documents
  1. **Part B** (Project implementation and assessment)
* Updated version of the initial assessment report provided to NATO
* Consolidated report of the survey results
* Final programme
* Final list of Participants
* Additional comments
* Translation of documents

# Project information

|  |  |  |
| --- | --- | --- |
| Non-Profit Organisation:  Contact Person(s): | Name:  Address:    Telephone:  E-mail:  Website:  Main contact person:  Alternative contact person(s): | |
| Title of Project: |  | |
| Venue (city, country):  Date: |  | |
| Additional Co-sponsoring Institutions: |  | |
| NATO Speakers’ attendance: |  | |
| A) Final total project cost  B) Final total contribution requested from NATO  (indicate currency) | A) | B) |

**I hereby declare that the details in this report are correct.**

Name, date and signature of the Project Representative:

# Budget table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Reference Number** | **BUDGET CATEGORIES** | | **Final**  **Total Cost** (indicate currency) | **Estimated**  **Total Cost** (indicate currency) | **Agreed NATO Contribution**  (indicate currency) | **OFFICIAL USE ONLY**  **(to be filled in by NATO Programme Officer)**  Currency EUR | |
| **(a)** | **TRAVEL EXPENSES Speakers** (excluding NATO Staff) | | | | | | |
|  | **Hotel** |  |  |  |  |  |  |
|  | Nightly Room Rate: | \_\_\_\_\_ |
|  | Total Number of Nights: | \_\_\_\_\_ |
|  | **Transport** | |  |  |  |  |  |
| **(b)** | **TRAVEL EXPENSES Participants** (excluding NATO Staff) | | | | | | |
|  | **Hotel** |  |  |  |  |  |  |
|  | Nightly Room Rate: | \_\_\_\_\_ |
|  | Total Number of Nights: | \_\_\_\_\_ |
|  | **Transport** | |  |  |  |  |  |
| **(c)** | **MEALS / CATERING** (cannot exceed 25% of the total NATO contribution) | | | | | | |
|  | Meals | |  |  |  |  |  |
| Number: | \_\_\_\_\_ |
| Number of Participants: | \_\_\_\_\_ |
|  | Coffee Breaks | |  |  |  |  |  |
| Number: | \_\_\_\_\_ |
| Number of Participants: | \_\_\_\_\_ |
|  | Reception | |  |  |  |  |  |
| Number: | \_\_\_\_\_ |
| Number of Participants: | \_\_\_\_\_ |
| **(d)** | **RENTALS** (Provided and invoiced by a third party) | | | | | | |
|  | Conference room | |  |  |  |  |  |
|  | Equipment rental (e.g. audio-visual, interpretation booths, headsets) | |  |  |  |  |  |
|  | Other rentals (Description Required) | |  |  |  |  |  |
| **(e)** | **LINGUISTIC SERVICES** (Provided and invoiced by a third party) | | | | | | |
|  | Translation fees (written) | |  |  |  |  |  |
|  | Interpretation fees (oral) | |  |  |  |  |  |
| **(f)** | **Organisational expenses/Overhead** (provided by the Grantee) | | | | | | |
|  | Overhead of 5% | |  |  |  |  |  |
| **(g) Deliverables** (provided by the Grantee. Detailed description required) | | | | | | | |
|  | Deliverables | |  |  |  |  |  |
| **(g)** | **OTHER** (Provided and invoiced by a third party. Description required) | | | | | | |
|  | Online activities (e.g. event page, related use of social media) | |  |  |  |  |  |
|  | Moderator and speaker’s fees (excluding from the Grantee’s organisation) | |  |  |  |  |  |
|  | Audio-visual Products and Service (Description required) | |  |  |  |  |  |
|  | Publicity (Description required) | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| **TOTAL COST** | | |  |  |  |  |  |

# Official use only

|  |  |
| --- | --- |
| **FOR OFFICIAL USE ONLY** | |
| Has the beneficiary fulfilled its obligations?  Y  N  Have received all the necessary documents and are they complete?  Y  N | |
| Comments - Recommendations |  |
| Date and signature by NATO Programme Officer | |