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

Grant Final Report Form

FY 2021

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# General information

## Goal

Before submitting your Final Report, please read the Financial and Reporting Procedures carefully. The aim of this document is to help you have a better understanding of NATO’s financial rules.

## Checklist

1. Initial Assessment Report: please send the updated version of the initial assessment form

* Objectives
* Outputs
* Outcomes
* Final programme
* Final list of participants
* Survey results
* Quality photos/videos/screenshots of social media posts where applicable
* Other information

1. Consolidated Final Report: please fill in the Final Report Form. The complete final report should be sent electronically (e.g. wetransfer.com, Dropbox) in one editable *PDF* file not later than two months after the end of the project. The Detailed Budget Table should be attached in Excel format.
   1. **Part A** (Finance)

* Final Report Form (including Budget Table) dated and signed
* Itemised invoices with reference numbers written on the invoice and in the budget table’s first left column
* Detailed Budget Table Excel sheet
* Confirmation of accuracy of Grantee’s bank details (on letterhead, dated and signed)
* Official exchange rate if applicable (e.g. National Bank)
* Translation of documents
  1. **Part B** (Project implementation and assessment)
* Updated version of the Initial Assessment Report provided to NATO including various assessment metrics (see questions in the form)
* Consolidated report of the survey results
* Final programme
* Final list of participants and a separate list of participants for accommodation/meals where applicable
* Additional comments
* Translation of documents

# Project information

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| Non-Profit Organisation:  Contact Person(s): | Name:  Address:    Telephone:  E-mail:  Website:  Main contact person:  Alternative contact person(s): | |
| Title of Project: |  | |
| Venue (city and country): |  | |
| Date/Time frame of project (start and end date): |  | |
| Event format (In-person/ Online/ Hybrid): |  | |
| Consortium partner(s) (if applicable): |  | |
| Additional Co-sponsoring Institutions or own funds (please indicate amount per institution): |  | |
| NATO Speakers’ attendance  (mention name and title): |  | |
| 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

Please customize the table to reflect the budget breakdown submitted and approved by NATO and also fill in the Detailed Budget Table Excel sheet according to the Financial and Reporting Procedures and send it together with the final report.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Reference Number** | **BUDGET CATEGORIES** | | **Estimated**  **Total Cost** (indicate currency) | **Final**  **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/Administrative/staff costs** (provided by the Grantee) | | | | | | |
|  | Overhead of 20% | |  |  |  |  |  |
| **(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) | |  |  |  |  |  |
|  | Other: please specify | |  |  |  |  |  |
| **TOTAL COST** | | |  |  |  |  |  |

# Project implementation and assessment

1. **Project Objectives**
2. Provide a short summary of the project/event concluded.

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1. What audience(s) did your project target?

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1. What was the initial goal of the event and the desired outcomes (e.g. impact, perception change or change in behaviour, advocacy, etc.)?

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1. **Project Outputs**

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1. Deliverables. List any tangible products/services/publications developed as a result of the event and attach them to your report
2. Demographics of attendees (fill-in the table accordingly and add rows as necessary)

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| --- | --- | --- | --- | --- | --- |
| **Target audience** | **Age range** | **Occupation** | **Number pf participants invited/targeted** | **Final number of in-person participants (both registered and attending)** | **Number of online participants** |
| *e.g. youth* | *e.g. 18- 35* | *e.g. Students* |  |  |  |
|  |  |  |  |  |  |

1. Online viewership and metrics (fill-in the table accordingly and add rows as necessary)

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| --- | --- | --- | --- |
| **Date** | **Channel** | **Number of views (both live and delayed).** | **Other metrics - comments, shares, engagement rate, etc. (please specify and provide numbers)** |
|  | *e.g: own website, Facebook, YouTube, Zoom, etc.* |  |  |
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1. Media and digital coverage (give links to named online media outlets; name print publication; name TV/radio channels + potential reach - *if applicable*)

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1. **Project Outcomes**
2. Please describe how the event delivered against the goal of the project and list the actual outcomes measured against the desired outcomes, (e.g. impact, perception change or change in behaviour, advocacy, etc. Provide a comparative perspective with point 1/c.)

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1. Survey results. Make sure the participants fill in the survey provided, reach out to PDD for the survey results and attach them to this report before submitting it.
2. List any other known information or content to help NATO understand the impact of your project/event, such as: key messages used; placements of NATO branding; unanticipated outcomes.

***Please paste here the final list of participants and final programme or attach them as separate documents. Do not forget to send a separate list of participants for accommodation/meals costs where applicable. Please also provide a couple of quality photos/videos in high resolution, or screenshots of social media posts where applicable.***

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| **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, Name and Signature by NATO Programme Officer | |