

SUBGRANT NARRATIVE REPORT

Guidelines for completing the report:

- This report must be completed and signed by the legal representative of the sub-grantee.
- The information provided below must correspond to the financial information that appears in the financial report.
- Please expand the paragraphs as necessary.
- The contracting body will reject any incomplete or badly completed reports.

1. Description

- 1.1. Name of the legal representative of the sub-grantee:
- 1.2. Name and title of the contact person:
- 1.3. Name of co-beneficiary(ies) in the subgrants (if any):
- 1.4. Start date and end date of the subgrant implementation:
- 1.5. Implementation area (within the Metropolitan City of Palermo): :
- 1.6. Final beneficiaries and/or target groups (including numbers of women and men):

2. Assessment of the implementation of subgrant activities and its results

2.1. Executive summary of the subgrant

Please give a global overview of the implementation of the subgrant and describe the level of achievement of the outcome(s) and outputs.

2.2. Results and activities

A. RESULTS

What is your assessment of the results of the subgrant so far? Include observations on the performance and the achievement of outputs and outcomes and whether the action has had any unforeseen positive or negative results.

Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights, gender equality, democracy, good governance, children's rights and environmental sustainability.

Please comment the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period.

Outcome – "<Title of the Outcome>"

(...)

Comment on the final status of indicators associated to the outcome and explain any changes, especially any underperformance.

Output 1.1. (Op 1.1.) – "Title of Output 1.1. "

(...)

Following the above assessment of results, please elaborate on all the topics/activities covered.

B. ACTIVITIES

Activity 1.1.1.

Please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed (if applicable).

Please list any risks that might have jeopardised the realisation of some activities and explain how they have been tackled.

Activity 1.1.2.

(...)

2.3. What has your organisation or any actor involved in the Action learned from the Action and how has this learning (including evidence from monitoring and evaluations) been utilised and disseminated? What has and has not worked?

Describe if the action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?

- 2.4.** What has your organisation or any actor involved in the action learned from the action and how has this learning been utilised and disseminated?
- 2.5.** Please list all materials (and number of copies, if relevant) produced during the action on whatever format (please enclose a copy of each item, except if you have already done so in the past).

Please state how the items produced have been distributed and to whom.

3. Visibility

How was the visibility of the EU contribution ensured in the subgrant?

4. Location of records, accounting and supporting documents

Please indicate in a table the location of records, accounting and supporting documents for each beneficiary and affiliated entity entitled to incur costs.

Name of the legal representative of sub-grantee:

Signature:Location:

Date report due:Date report sent: