**GRANTED ACTION QUARTERLY PROGRESS REPORT**

**This Guideline page is intended to explain the document and does not need to be included in the Progress Report that is submitted to SCTM Programme Team**

**Guidelines:**

* This report is to be submitted on quarterly basis (every 3 months) in electronic form by email to the appointed monitor and to the email: [ipa2016@skgo.org](mailto:ipa2016@skgo.org) with the Subject: “*number of the Contract, number of the quarterly progress report*”;
* The first reporting period covers: 04.09.2019. – 03.12.2019.; second reporting period covers: 04.12.2019. – 03.03.2019. etc. (reports that will follow will be covering three months period);
* The deadline for submission is 10th of the last month of the respective reporting period (e.g. for the first quarterly report: 10.12.2019.);
* The report is intended to show *the progress of an Action up to date* (i.e. end date of the period of the report);
* Please do not modify the included tables (e.g. do not merge cells, do not add columns, etc.).

**QUARTERLY PROGRES REPORT No.\_\_\_\_\_**

|  |  |
| --- | --- |
| **Contract No.** |  |
| **Project title & acronym** |  |
| **LOT** |  |
| **Start date of implementation** |  |
| **Duration of implementation in months** |  |
| **End date of implementation** |  |
| **Coordinator (Grant beneficiary)** |  |
| **Co-applicant (Co-beneficiary) no. 1** |  |
| **Co-applicant (Co-beneficiary) no. x (*insert rows for each additional partner*)** |  |
| **Affiliated entities, if any** |  |
| **Location/ targeted regions[[1]](#footnote-1)** |  |
| **Total eligible costs** |  |
| **EU contribution** |  |
| **Reporting period** |  |
| **Submitted by (name and position on the project)** |  |

1. **Executive summary of the Action** (in English)

Please give a global overview of the Action's implementation for the reporting period (***no more than ¼ page***)

1. **Target group/end beneficiaries** (in English or Serbian)

|  |  |  |
| --- | --- | --- |
| **Crt. No.** | **Category of target group** | **No.[[2]](#footnote-2)** |
| 1. | *e.g. Roma women/Roma population/CSOs/Civil servants etc.* |  |
| 2. |  |  |
| 3. |  |  |

* *Add required number of rows if needed*

1. **Implemented activities during the reporting period** (in English or Serbian)

*(In the table list all the activities, yet comment only the activities that were supposed to start up to date)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity Number.[[3]](#footnote-3)** | **Activity**  **(as per Annex I)[[4]](#footnote-4)** | **Planned** | | **Implemented** | | **Comments**  (*Reason for modification or delays for the planned activity or for activities that were planned and that you were not able to implement and mitigation measures)* |
| **Start Date**  *Mm/dd/yyyy* | **End Date**  *Mm/dd/yyyy* | **Start Date**  *Mm/dd/yyyy* | **End Date**  *Mm/dd/yyyy* |
|  |  | *e.g. 24/12/2019* |  |  | |  |
|  |  |  |  |  | |  |

1. **Results and indicators achieved up to date** (in English or Serbian)

|  |  |  |  |
| --- | --- | --- | --- |
| **Crt. No.** | **Indicators** | **Target as per your contract[[5]](#footnote-5)** | **Achieved up to date** |
|  | *e.g. Number of workshops/Number of Roma participated in the workshops/Number of raising awareness campaigns etc.* |  |  |
|  |  |  |  |
|  |  |  |  |

* *Add required number of rows if needed*

1. **Budget**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget heading/ budget line**  *(detail only at budget line level i.e. 3.1 Purchase of vehicles)* | **Contracted amount**  *(amount in EUR)*  ***A*** | **Modification approved**  (if any)  **B** | **Already**  **spent up to the respective reporting period**  *(amount in EUR)*  ***C*** | **Spent in the respective reporting period**  *(amount in EUR)*  ***D*** | **Total spent**  *(amount in EUR)*  ***E=C+D*** | **Balance**  *(amount in EUR)*  ***F=A(B)-E*** |
| 1 - Human resources |  |  |  |  |  |  |
| 2 - Travel |  |  |  |  |  |  |
| 3 - Equipment and supplies |  |  |  |  |  |  |
| 4 - Local office |  |  |  |  |  |  |
| 5 - Other costs, services |  |  |  |  |  |  |
| 6 - Other |  |  |  |  |  |  |
| 7 - Subtotal direct eligible costs |  |  |  |  |  |  |
| 8 - Indirect costs |  |  |  |  |  |  |
| 9 - Contingency reserve |  |  |  |  |  |  |
| TOTAL eligible costs |  |  |  |  |  |  |

1. **Secondary procurement** (in English or Serbian)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Procurement planned** | | | | **Procurement implemented** | | |
| **Procedure**  (single/  competitive) | **Subject of procurement** | **Amount**  (in EUR) | **Date of procurement** | **Date of procurement** | **Date of delivering** | **Remarks**  (eg. reason for delay, successful tenderer or similar) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* *Add required number of rows if needed*

1. **Contractual amendments** (in English or Serbian)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** *(addendum/notification)* | **No.** | **Date of submission** *(to the Contracting Authority)* | **Purpose and status of modification request** | **Date of approval, if applicable** | **Comments, if any** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Visibility** (in English or Serbian)
   1. *List here visibility activities/measures undertaken (referring the Communication plan if appropriate, e.g. press release developed, “kick off” conference held, brochure printed etc.)*
   2. *Please list here the visibility materials approved/distributed (leaflets, posters etc.)*
2. **Implementation problems** (in English or Serbian)

*List here any specific implementation problems you have faced during the reporting period, if any, the reasons and mitigation measures.*

1. **Other issues to be brought to the SCTM Programme team attention** (in English or Serbian)

*List any issues, risks, questions or challenges that require the attention of the CA.*

1. Please, list the municipalities where the action is implemented [↑](#footnote-ref-1)
2. Total number of beneficiaries intended to be reached by the end of the project implementation. [↑](#footnote-ref-2)
3. As per the contract, defined in the Annex I: Description of the Action (including Logical Framework of the Project ) [↑](#footnote-ref-3)
4. Please, list all the activities defined in the Annex I: Description of the Action (including Logical Framework of the Project ) [↑](#footnote-ref-4)
5. Please fill in according to your DoA and Logical framework. In case your project does not foresee any of the listed results from this table just fill in with 0. Do not delete any rows. [↑](#footnote-ref-5)