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**Straits Committee – Small Projects Initiative:**Project final report

Project partners should fill in the following project final report jointly, providing clear and concise descriptions of the project’s implementation. Partners can choose to write separate paragraphs in each box or common statements. The report should be translated and submitted to each local authority involved, into each language of the project. Partners are encouraged to attach photographs as an appendix.

1. **NAME OF PROJECT**

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1. **YOUR ORGANISATIONS**

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# PROJECT ACHIEVEMENTS

For each action, please provide a detailed description of what has been achieved and how it was developed, implemented, and brought to a successful conclusion.

Please include information on:

* activities and actions undertaken and outputs delivered
* how the project has benefitted the wider area
* any longer-term outcomes that will result from the project,
* any future benefits it has generated for the partners involved and the region generally.

Action 1:

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Action 2:

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Action 3:

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Action 4:

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Action 5:

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# Overview of the outputs and proofs of delivery per action:

To help you fill in this tab, it is recommended to use the activities planned in your project application as a starting point, and to report on what have been effectively implemented.

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| --- | --- | --- | --- |
|  | Outputs(The activities you organised) | Achieved number of actions (How many actions) | Evidence of delivery(Evidence to show the activity/action was undertaken) |
| *example* | *-Seminars- Community events* | *-4* | *-Attendance sheet -photos of the event-…* |
| Action 1 |  |  |  |
| Action 2 |  |  |  |
| Action 3 |  |  |  |
| Action 4 |  |  |  |
| Action 5 |  |  |  |

# changes in your project

Were there any changes in your project compared to your approved application? If so, why? Please include information on how the project was adapted.

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1. **PROMOTION**

Please explain briefly the communication activity you have undertaken to publicise your project. Press articles or other communication material (social media) related to your project should be attached in the appendix.

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1. **FUTURE PROJECTS**

Do you plan to continue working together, in the future? (ie. Continued cooperation projects on the same topic; future projects with the same partnership) Please give details.

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**REPORT PREPARED BY:**  **DATE:**

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**POSITION:**

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# ANNEX: MATERIAL EVIDENCE

Please list the supporting evidence of delivery you are attaching to this report.

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**ANNEX 2: FINANCIAL EVIDENCE (FOR KENT COUNTY COUNCIL GRANT RECIPIENTS ONLY)**

Please attach evidence of expenditure. For example, this could include scanned copies of your paid invoices, receipts or bank account statements. If you are unable to attach these to your final report, you must submit these within 28 days of completing the final report and indicate your intention to do so in your final report.

**REPORT SIGNED BY:**

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**POSITION:**

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**DATE**

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