**Sample**

**REPORT ON THE USE OF THE SPONSORSHIP**

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 Date of submission of the report:

**I. GENERAL INFORMATION**

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| **1. SPONSORSHIP RECIPIENT AND AGREEMENT INFORMATION** |
| * 1. Name and code of the Sponsorship Recipient
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| * 1. Name of the project
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| * 1. Application registration number
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| * 1. Date of signature of the Sponsorship Agreement, number
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| * 1. Project start date
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| * 1. Project end date
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| * 1. Total project amount
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| * 1. Amount of sponsorship **awarded** by the Sponsorship Provider
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| * 1. Amount **used** by the Sponsorship Recipient
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**II. INFORMATION ON PROJECT IMPLEMENTATION**

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| 1. **Briefly describe the project for which the sponsorship was used** (maximum 1,000 characters)
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| 1. **Please provide information on the activities carried out, phases of the project and indicators achieved**

All planned activities / initiatives and the indicators achieved must be indicated on separate lines.  |
| **Project phase** | **Value to be achieved** | **Actual value achieved**  | **Date of achievement** | **Observations and comments** |
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| 1. **Describe the benefits and value created by the project for the society, the region, target audiences, indirect beneficiaries, etc.** (up to 1,000 characters)
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| 1. **Please indicate how the project was managed. How many people were involved in the implementation and supervision of the project, how the project was managed in terms of timeframe, budget, publicity measures, transparency of the use of the sponsorship** (up to 1,000 characters)
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| 1. **Identify the implementing partners of the project. Who else contributed to the implementation of the project?** (up to 1,000 characters)
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| 1. **Continuity of the project** (up to 1,000 characters)

Please indicate whether the project was of a short-term nature or whether it is planned to be continued. If the project is to be continued, please provide brief information on its continuity – planned measures, continuity assurance, funding, etc.  |
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**III. BUDGET OF THE PROJECT**

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| 1. **Provide detailed information on the use of the funds allocated by the Sponsorship Provider (amount of sponsorship).**

The total budget for the part funded by the Sponsorship Provider must be detailed on separate lines.  |
| **Title of the expenditure line** | **Planned quantity** | **Quantity actually purchased** | **Planned amount of expenditure, EUR** | **Amount of expenditure actually used, EUR** | **Supporting documents (invoices, bank transfer statements, etc.)** |
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| Total amount: |  |  |  |

**IV. IMPLEMENTATION OF THE PUBLICITY PLAN**[[1]](#footnote-2)

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| 1. **Briefly describe the publicity given to the project, if any** (up to 1,000 characters)
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**V. RISK MANAGEMENT**

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| 1. **Describe any unforeseen events that occurred during the project, changes in risk circumstances, other information that affected the implementation of the project, the achievement of indicators, the funding, etc. (if any). Please indicate the risk management measures in place.**
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**VI. REMARKS, SUGGESTIONS AND OTHER COMMENTS**

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**VII. ANNEXES**

**The report on the use of the Sponsorship must be accompanied by documents supporting the implementation of the Sponsorship Agreement, e.g. copies of articles/posters, photographs and other relevant information.**

Provision of photographs:

* If the project was related to infrastructure, its installation or improvement, or environmental management, comparative photographs must be provided: how the site/infrastructure/environment looked before and after the project;
* If the project did not involve infrastructure, photographs of the project during its implementation (at an event, etc.) must be provided.
* Please provide separately the tools used in the implementation of the publicity plan and/or photographs and visuals of them.

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| **Entry No.** | **Document name** | **Number of pages** | **Remarks / comments** |
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**IX. SPONSORSHIP RECIPIENT’S CONFIRMATIONS**

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| **11.** BY SIGNING THE REPORT, THE SPONSORSHIP RECIPIENT HEREBY CERTIFIES THAT |
| 11.1. The information contained in the report and accompanying documents is accurate and correct; |
| * 1. The Sponsorship Recipient is aware that if the full amount/part of the Sponsorship has been used for purposes other than for which the Sponsorship was granted, the amount of the Sponsorship shall be reimbursed to the Sponsorship Provider in accordance with the procedure laid down in the Sponsorship Agreement and the legislation.
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| **Title, name and surname of the Sponsorship Recipient's manager** |  |
| **Date** |

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| --- |
| Choose a date |

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| **Signature**  |  |

1. To be completed if the Sponsorship Recipient and the Sponsorship Provider have agreed in writing on the publicity to be given to information about the Sponsorship Provider and the Project for which the Sponsorship is granted. [↑](#footnote-ref-2)