# Instructions

The Project Closure Report (PCR) is designed to evaluate the implementation of RDP projects and includes brief description of the major achievements registered.

Kindly read the below guidelines before completing the PCR:

1. Kindly complete this report within 20 calendar days from the date of report generation printed below. PCRs are to be submitted via email on info@leadergozo.eu or by hand at the Gozo Action Group Foundation, 23, Triq G.P.F. Agius De Soldanis.
2. It remains the responsibility of the beneficiary/legal representative to ensure that the PCR is successfully delivered to the Gozo Action Group Foundation (GAGF) by the stipulated deadline. The Gozo Action Group Foundation will acknowledge the receipt of PCR submissions via email.
3. The beneficiary/legal representative is requested to complete the sections marked as obligatory.
4. When sending PCRs through email, beneficiaries should note that there is a limit on the size of emails and attachments that can be received into the GAGF electronic mailbox. PCRs are to be sent in compressed zipped folder/s, with each document clearly labelled. If the email and attachments in total exceed 10MB, multiple emails carrying different parts of the PCR may be sent. Each email is to contain only one compressed zipped folder.
5. The email subject should contain:
* the name and surname of the beneficiary,
* the Contract ID[[1]](#footnote-1),
* the part number and the total number of parts. (e.g. Joe Borg -123/456789/2019 - Part 2 of 3).
1. If you have any queries on completing this report, you may contact the Gozo Action Group Foundation on the above-mentioned email address or by calling on 2155 0322.
2. If you think that any of the data printed below on this report is incorrect or inaccurate, you are kindly being requested to contact the Gozo Action Group Foundation on the details above.
3. The information provided in this report may be used in the monitoring and evaluation of all aspects of the relevant project. It may also be used in the generation and collation of output and performance indicators and other management statistics. It is the beneficiary’s responsibility to ensure that the information submitted in the PCR is accurate.
4. Any information submitted in this report, including photos, may be used in printed and online publicity, social media, and press releases linked to the Rural Development Programme.
5. It is the beneficiary’s responsibility to seek consent, where necessary, of any individuals appearing in submitted photos. By submitting these photographs, the beneficiary is confirming that this consent was sought and confirmed.
6. The final payment claim will not be issued unless this report is satisfactorily compiled by the beneficiary.

**European Agricultural Funds for Rural Development**

**Rural Development Programme 2014-2020**

**Project Closure Report (PCR)**

Date of Report generation: [Enter Project Closure Date]

**Part 1 – Project Overview**

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| **A. Project Details** |
| Contract Number |   |
| Project Title  |   |
| Beneficiary Name |   |
| LEADER Sub-measure |  Choose an item. |
| Project Targeted Focus Area | Choose an item. |
| Date of Grant Agreement |  |
| Date of Application Submission |   |
| Date/s of Addendum/a to the Grant Agreement[[2]](#footnote-2)  |   |
| Project End Date  |   |
| Grant Amount  |   |
| Total Project Duration (in months) |   |
| Total Project Cost[[3]](#footnote-3) |   |
| Locality(s) where the project was implemented |   |

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| **B. Financial Overview** |
| **Budget Components** | **Costs budgeted in the Grant Agreement**  | **Actual Expenditure (the actual costs paid by the Beneficiary)** ***(OBLIGATORY)*** |
| **IACS Line Item** | **Type** |
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|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |

**Part 2 – Project Implementation**

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| A. Description of project  |
| Max 100 words |

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| B. Indicators ***(OBLIGATORY)*** |
| List the project indicators that were declared in the Application Form. | **Input the indicator and targets as submitted in the application** | **Result Achieved** | Explain the reason why results have been partially; under achieved or overachieved. |
|  |  | Yes | No |  |
| Number of Local Councils (municipalities) affected by physical interventions (Applicable only for GAG3) |  | [ ]  | [ ]  |  |
| Number of businesses affected by improved infrastructures and events (Applicable only for GAG3) |  | [ ]  | [ ]  |  |
| Numbers of NGOs affected by action (Applicable only for GAG3) |  | [ ]  | [ ]  |  |
| Number of cultural/environmental heritage tourism amenities improved (Applicable only for GAG3) |  | [ ]  | [ ]  |  |
| Number of Local Councils (municipalities) offering new and improved amenities for young persons and families (Applicable only for GAG4) |  | [ ]  | [ ]  |  |
| Number of businesses offering new and improved services for young persons and families (Applicable only for GAG4) |  | [ ]  | [ ]  |  |
| Numbers of NGOs offering new and improved services for young persons and families (Applicable only for GAG4) |  | [ ]  | [ ]  |  |

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| C. Other Indicators – *Tangible* benefits generated by the EAFRD-funded actions ***(OBLIGATORY)*** |
| i. Number of jobs created as a result of the project. Please indicate whether Full-time (FTE – equivalent of 8 working hours per day) or Part-time (number of working hours per day to be specified) (where applicable). |  |
| ii. List any other results which were NOT anticipated in the Grant Agreement. |  |

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| D. Other Indicators – *Intangible*benefits generated by the EAFRD-funded actions ***(OBLIGATORY)*** |
| i. Has the project’s implementation contributed directly to the diversification of the organisation’s economic activities towards **non-agricultural activities**?If yes, please specify the type of activity/ies  |  |
| ii. Has the project’s implementation contributed directly to the diversification of the organisation’s economic activities towards **new agricultural activities**?If yes, please specify the type of new agricultural activities  |
|  |
| E. How has the project benefitted the environment (ex. Climate change)? *Kindly tick accordingly.* ***(OBLIGATORY)*** |
| Reduced Greenhouse gas emissions through a reduction in electricity consumption. | ☐ |
| Reduced impacts on groundwater through the provision of alternative water and / or through increased water storage. | ☐ |
| Improved water efficiency.  | [ ]  |
| Impacts on biodiversity and groundwater from reduced application of chemicals.  | ☐ |
| Impacts on biodiversity through use of bee boxes. | [ ]  |
| Impacts on biodiversity through construction / maintenance of traditional rubble walls. | [ ]  |
| Impacts on biodiversity through investment in green infrastructure / landscaping / tree planting/ ecological restoration / ecological rehabilitation.  | [ ]  |
| Impacts on biodiversity and groundwater from organic farming / integrated pest management. | [ ]  |
| Reduction in waste generation through increased reuse. | [ ]  |
| Impacts on soil through better soil management. | [ ]  |
| Other – kindly indicate  |  |

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| F. Have you participated in any training or information events relevant to your activity within the last two years? If yes, kindly provide additional details. ***(OBLIGATORY)*** |
| Max 100 words |

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| G. Dissemination of results ***(OBLIGATORY)*** |
| Have you carried out measures assuring dissemination of the project's results? Yes [ ]  No [ ]  |
| If yes, please give a detailed description of measures undertaken to disseminate the results of the project, including all the documents, leaflets, booklets, websites, press releases, and other visibility tools that publicised the Fund. Please attach all the publicity and visibility material you have in hand in relation to the project. **Kindly also submit photos relating to the implemented project, including a photo of every line item mentioned in part 1(B) *(OBLIGATORY)*** |
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| H. Difficulties, Risks and Threats ***(OBLIGATORY)*** |
| Indicate any difficulties you may have encountered during the implementation of the project from column A below and how these were addressed in column B. |
| A – Difficulties, Risks and Threats  | B – Actions undertaken  |
| Difficulty in finding skilled workers / contractors to do the work ☐ |  |
| Difficulty in obtaining necessary number of quotes ☐ |  |
| Lengthy permitting process (Planning Authority, Environment Resources Authority, Energy & Water Agency, etc) ☐ |  |
| Difficulty in finding necessary expertise ☐ |  |
| Higher costs than anticipated ☐ |  |
| Long procurement process (For Public Entities) ☐ |  |
| Other:  |  |

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| I. Are there any recommendations and observations in order to facilitate smoother implementation for similar project implementation? ***(OBLIGATORY)*** |
| Max 100 words |

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| J. Project sustainability ***(OBLIGATORY)*** |
| Describe how the benefits of the project will continue to be ensured after the project completion, particularly in terms of climate change and environment. |
| Max 100 words |

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| K. Innovation ***(OBLIGATORY)*** |
| Does this project include an innovative component? Yes [ ]  No [ ] *If yes, kindly specify below.* |
| Max 100 words |

**Part 3. Best Practices / Lessons Learnt**

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| A. Provide any remarks you may have on the lessons learnt and any good practices with regards to the implementation of the project (Ex. discussing with different persons with experience in the agricultural sector before submission of application, early contracting of supplier/service providers). ***(OBLIGATORY)***  |
| Max 100 words |

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| B. How did the beneficiary/agricultural holding benefit from this project? ***(OBLIGATORY)*** |
| Max 100 words |

**Part 4. Disclaimer on behalf of beneficiary**

The beneficiary certifies that all the information and financial data contained in this Project Closure Report are accurate and complete to the best of his knowledge and belief.

None of the eligible costs stated within this report are or have been already partly or wholly funded by other EU Funds and to the best of his knowledge no other irregularity is present on the project.

The Beneficiary is aware that none of the eligible costs within his reimbursement request/s is/are or has/have been already partly or wholly funded by other EU or National Schemes.

By sending this Project Closure Report the beneficiary allows the Responsible Authority and the European Commission to make available and use all data provided in this report for the purposes of managing and evaluating the **European Agricultural Fund for Rural Development.**

All personal data collected for the purpose of this project shall be processed in accordance with the Data Protection Act (Chapt. 586).

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Managing Authority.

The beneficiary is obliged to inform the partners (where applicable) and participants in its project on the provisions and practices regarding data protection applied under the **European Agricultural Fund for Rural Development.**

**By sending a complete version of the Project Closure Report in electronic format the beneficiary is aware of the above statements and conditions and is also aware that failure to adhere to any one (1) or more of the above will render him ineligible for reimbursement or payment and subject to recovery of funds should any payment claims have already been paid.**

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| Name and Surname of beneficiary / Legal representative |  |

1. This may be viewed in section 1(a) of the FPR below. [↑](#footnote-ref-1)
2. As registered on IACS [↑](#footnote-ref-2)
3. This value includes the grant amount, together with the private contribution and non-eligible expenditure [↑](#footnote-ref-3)