# Taith final report – Pathway 2

## Guidance

Your final report contains 8 sections. A summary is provided below.

1. **Overview** - This section has been pre-populated by Taith. it contains your project details; if you have any questions about the details provided, please email [support@taith.wales](mailto:support@taith.wales)
2. **Certificate of Expenditure** - If your grant award is over £50,000, you are required to submit a certificate of expenditure (schedule 7 of your grant agreement). Please upload this into your reporting folder.
3. **Final Progress report** - This is a series of narrative questions, which should capture all of your project.
4. **Website Information** - This information will appear on the completed projects page of the Taith website.
5. **Spend Against Budget** - This has been completed by Taith. The mobility spend has been populated using the data you’ve submitted in your participant report. For actual cost budget categories, we have used the actual cost spreadsheet. If you have any questions about Taith’s figures, please email [support@taith.wales](mailto:support@taith.wales)
6. **Destinations** – You are required to state the country and the region where your mobilities took place.
7. **Invoices/receipts –** Invoices/receipts for actual cost budget categories must be uploaded into your reporting folder and logged on the actual cost spreadsheet. Once all invoices/receipts have been uploaded and logged, please confirm this by ticking the box.
8. **Declaration** - This section needs to be completed by a person who has the authority to sign on behalf of the organisation.

## Overview

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project details | |  | Report schedule | | | |
| Project number: |  |  | Report | Date | Amount | Paid |
| Organisation name: |  |  | Initial |  |  |  |
| Original grant award: |  |  | Interim |  |  |  |
| Additional funding: |  |  | Final |  |  |  |
| Travel days |  |  |  |  |  |  |
| Total grant award: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Project duration | | |
|  | Original | Revised |
| Duration (months) |  |  |
| End date |  |  |

Certificate of Expenditure

In additon to this final report, you will need to provide an externally audited certificate of expenditure. Please see Schedule 7 of your Grant Agreement Letter for more details.

## Final Progress Report

Please note, Taith will use information from the final report to update the completed projects pages section of the Taith website, which can be accessed here- [Completed Projects - Taith](https://www.taith.wales/impact/completed-projects/)

### Final updates

**Please provide details on the Pathway 2 theme your project aligns with (such as Developments in Education –CTER/Medr along with how your project supported this theme.**

Click or tap here to enter text.

**Please detail how your project met its original aims and objectives and how it addressed the sector need you identified.**

Click or tap here to enter text.

**Please detail the long term benefits of your project on your organisation and the wider sector in Wales.**

Click or tap here to enter text.

**Please describe your project output and what impact it had. Please upload the output to your reporting folder.**

**Please provide details of any additional positive impacts this project has had either on your organisation or individuals involved in the project**

Click or tap here to enter text.

**Who is your international partner(s), please provide a brief description of what they do, how did they contribute to the project and output and dissemination if applicable.**

Click or tap here to enter text.

**Please detail how your project output has been disseminated. If you held an event(s), please provide details of the event(s), what the event(s) involved, how the learnings from your project was shared with attendees, the number of attendees and who the attendees were. If you did not hold an event(s), please explain in detail how you disseminated the project output, what the method for sharing your learning was, how many people accessed this learning and who these people were.**

Click or tap here to enter text.

**How did you ensure that your project was inclusive and accessible to all?**

Click or tap here to enter text.

**Now that your project has come to an end, how will you continue to monitor and evalute the impact of your project?**

Click or tap here to enter text.

**Please describe how the mobilities contributed to the project and the creation of your project output? If you did virtual mobilities only, please provide details on how you managed these, and your experience of managing the project without physical mobilities.**

**Click or tap here to enter text.**

Delivery & Management:

**Please provide details of what went well and any issues relating to the delivery and management of your project. This may include aspects such as working with partners and collecting data. Do you have any advice for other organisations planning to undertake a similar project in the future?**

Click or tap here to enter text.

### Website information

The information you provide in this section will be used to showcase your project on the Taith website’s [Completed Project page.](https://www.taith.wales/impact/completed-projects/) It’s an opportunity to celebrate your success and the positive impact your activities have had on your participants.

**Quotes**

**To help Taith raise awareness of the programme and highlight the impact Taith funding is having on educational sectors in Wales, we'd like you to provide a brief quote about your experience within this project.**

This can be a quote to summaries your project overall, or could be a specific quote relating to an aspect or individual who took part in your project, or it could be in relation to Taith itself. Please provide the quote and the name (and job title where applicable) below. Please note that Taith will be looking to publicise quotes provided within the final reports.

Click or tap here to enter text.

**Images**

Pictures really help people to see how important and valuable an experience is. As such, we’d like to include some inspirational images from your project to your project profile online. Please upload at least 3 images into your folder that we can use on our website from your Taith project.

**Project summary**

Those accessing the Taith website will have the opportunity to get more information about your project and what it achieved. Please provide a detailed summary of your project (no more than 300 words) here. In addition to information on your project achievements you can include more details on the wider impacts of your project – did you have any participants who had never been abroad before, were any of your participants from an underrepresented group, were you able to travel in a sustainable way, has your project indirectly impacted others who didn’t go on the mobility, have you been able to promote Wales and the Welsh culture to others.

Click or tap here to enter text.

**Consortium partners**

Please list your consortium partners here (if applicable)

Click or tap here to enter text.

**International partners**

Please list your international partner(s) here and provide a brief one-to-two-line biography on your international partner organisation(s). This information will be included on our website about your completed project. This information may be helpful for others who are looking to find an international partner.

Click or tap here to enter text.

# Spend Against budget

The table below uses the actual cost spreadsheet you have completed to populate the spend. The mobility spend has been populated using your participant report.

**Your participant report should only contain information for participants directly funded by Taith. If any other outward participants were funded through your own budget, please input the number(s) here: \_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Spend to date** | **Approved budget** | **Explanation of any variance** |
| **Budget category** | | | |
| Learners and accompanying persons subsistence support |  | £0.00 |  |
| Learners and accompanying persons travel support |  | £0.00 |  |
| Staff subsistence support |  | £4,800.00 |  |
| Staff travel support |  | £2,300.00 |  |
| Staff Costs |  | £23,988.00 |  |
| Project Management |  | £28,150.00 |  |
| Dissemination |  | £12,000.00 |  |
| Translation |  | £3,500.00 |  |
| Additional Funding |  | £0.00 |  |
| Travel days |  | £750.00 |  |
| **Reciprocal costs** | | | |
| Welsh Organisation |  | £56,073.00 |  |
| International Partner |  | £18,665.00 |  |
| **Total** |  | **£75,488.00** |  |

## Destinations Outward Participants

## **Outward Participants**

List the countries and the respective region / city below

|  |  |
| --- | --- |
| **Country** | **Region(s)** |
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## **Origin countries for inward participants (if applicable)**

List the countries and the respective region / city below

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| --- | --- |
| **Country** | **Region(s)** |
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## **Region**

Please confirm which local authority which applies to your participants/organisation:

Choose an item.

## Invoices/receipts

​​ By ticking this box, I can confirm that I have uploaded all receipts and invoices for my Pathway 2 project, logging them on the actual cost spreadsheet.

## Declaration

**Click here to sign your report and notify Taith that it is complete.**