# Taith final report – p1

## Guidance

Your final report contains 7 sections, please see a breakdown below:

1. Overview- This section has been pre-populated by Taith, it contains your project details, if you don’t agree with any of the details, please email support@taith.wales
2. Certificate of expenditure- If your grant award is over £50,000 you will need 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, it should capture the full picture of your project.
4. Website Information- This information will appear on the completed project page of the Taith website.
5. Spend Against Budget- This section has been completed by Taith, using the unit costs from your completed participant report. If do not agree with Taith’s figures, please email support@taith.wales
6. Destinations- Please state the country and the region where your mobilities took place.
7. Declaration- Please click on the link provided, it will take you to a page where you will sign the report, please note this 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

### Final updates

**Please describe how the project activities have met your original aims and objectives and how they have impacted participants.**

For learners and young people, please include any learning outcomes the participants have acquired and include examples where appropriate. For staff participants, please include details of how participating has supported their professional development. You should also include any additional/ unexpected impact as a result of these activities.

Click or tap here to enter text.

**Please describe the wider impact of delivering your project activities.**

You should include details of how the project activities have impacted on your institution, education sector, local authority area/ region or more widely across Wales.

Click or tap here to enter text.

**How have your project activities addressed Taith’s cross-cutting commitments?**

1. *Improving access for people with disabilities, additional learning needs, underrepresented groups, and people from disadvantaged backgrounds*

Click or tap here to enter text.

1. *Promoting the Welsh language and culture to participants visiting Wales as well as showcasing Wales to the world*

Click or tap here to enter text.

1. *Encouraging sustainable travel in line with the Wellbeing of Future Generations Wales Act commitments to act as a globally responsible nation*

Click or tap here to enter text.

**If applicable, please outline the value the International Partner has brought to this exchange.**

Click or tap here to enter text.

**If applicable, please provide details of inward mobilities from your partner(s).**

This should include numbers of participants hosted and from which partner(s), details on the administration of mobilities, distribution of grant funding, activities undertaken and the value added to the project.

Click or tap here to enter text.

**If applicable, please provide details of the virtual activities undertaken and the number of participants involved.**

Please describe the activities, provide details of the online platforms and tools used and explain how the virtual collaboration added value to the project.

Click or tap here to enter text.

Delivery & Management:

**Please provide details of any issues relating to the delivery and management of your project. This could include any aspects of project implementation, from working with partners to the collection of data.**

Click or tap here to enter text.

Promotion of Taith:

**Please provide details of how the programme has been promoted.**

This could include a narrative description of your communication strategy. You can also include hyperlinks to any publicity articles/websites/ social media posts, where applicable.

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. 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 add in some inspirational images from your project to your project profile online. Please upload at least 3 images from your Taith project into your reporting folder which we can use on our website. [ ]  By ticking this box, I can confirm that 3 images have been uploaded.

**Short project summary**

Please can you provide a brief summary (no more than 50 words) of your project. Please look to highlight the key impacts and benefits of your project here. This will then be presented on your project profile summary page.

Click or tap here to enter text.

**Longer project summary**

Viewers of your project will have the opportunity to click through to see more information on your project and find out more about what your project achieved. As such, please provide a more detailed summary of 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 partners here and provide a brief one-to-two-line biography on your international partner organisation. 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 your participant report to record the spend to date in your Taith project against your approved budget at calculation stage and any approved additional funding and travel day costs.

**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 here: \_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Spend to date** | **Approved budget** | **Explanation of any variance** |
| **Outward mobilities** |
| Learners and accompanying persons subsistence |  |  |  |
| Learner and accompanying person travel |  |  |  |
| Staff subsistence |  |  |  |
| Staff travel |  |   |  |
| Organisational support |  |  |  |
| Course fees |  |   |  |
| Virtual costs |  |   |  |
| Additional funding |  |  |  |
| Travel days |  |  |  |
| **Inward mobilities** |
| Budget top up |  |  |  |
| Inward OS |  |  |  |
| **Total** |  |  |  |

## Destinations for outward participants

List the countries and the respective region / city below

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

List the countries and the respective region / city below

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

​​[ ]  By ticking this box, I can confirm that the participant survey has been completed by all participants.

## Declaration

Once you have completed the questions in this report, please click the link below to sign your report. Once you have done this, Taith will be notified of your report submission and will be able to begin processing your submission.

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