

CARIBBEAN EXPORT DEVELOPMENT AGENCY

ANNEX VI DIRECT ASSISTANCE GRANT SCHEME INTERIM / FINAL NARRATIVE REPORT

- **This report must be completed, signed and dated by the signatory to the contract and a hard copy submitted to Caribbean Export.**
- The information provided below must correspond to the financial information that appears in the financial report.
- Handwritten reports will not be accepted.
- Please expand the paragraphs as necessary.
- **Please refer to the Special Conditions of your Direct Assistance Grant Scheme contract and send one copy of the report to the address listed**
- The report must be completed at a minimum in accordance with sections 1 through 4 of this document. **Reports not compliant with these sections will be deemed incomplete and insufficient and will be rejected.**
- Unless otherwise specified, the answer to all questions must cover the reporting period as specified in point 1.6

1. Description

- 1.1. Name of beneficiary of the Direct Assistance Grant Scheme contract: **Enter name exactly as it appears on the grant agreement e.g. ABC Company Limited**
- 1.2. Name and title of the Contact person: **Enter name of contact person from the application form/grant agreement**
- 1.3. Name of partners in the Action (where applicable): **Enter the name of all partners listed in the grant agreement.**
- 1.4. Title of the Action: **Enter the project title stated in application form/grant agreement**
- 1.5. Contract number: **Enter the contract number under the grant agreement e.g EDF11-01**
- 1.6. Start date and end date of the reporting period¹: **The start and end dates are from the day after the signing of the grant agreement by the beneficiary and runs for exactly six months e.g. 15/01/2017) - (14/07/2017)**
- 1.7. Target country(ies) or region(s): **The home country or region in which the project is being executed**
- 1.8. Final beneficiaries &/or target groups² (if different) (including numbers of women and men): **"Target groups" are the groups/entities who will be directly positively affected by the project at**

¹ The entire implementation period of the Action

the Project Purpose level, and “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large.

- 1.9. Country (ies) in which the activities take place (if different from 1.7): e.g. if the project involves attending a trade show or conference, list the country(ies) in which the activity will take place

2. Assessment of implementation of Action activities

2.1. Activities and results

Please list all the activities in line with Annex 1 of the contract since the last interim report if any or during the reporting period

Activity 1:

e.g Title of the activity: Conference at town W with X participants for Y days on Z dates

Topics/activities covered <please elaborate>:

Reason for modification for the planned activity <please elaborate on the problems -including delay, cancellation, postponement of activities- which have arisen and how they have been addressed> (if applicable):

Results of this activity <please quantify these results, where possible

- 2.2. What is your assessment of the results of the Action? Include observations on the extent to which foreseen specific objective and overall objectives were met and whether the Action has had any unforeseen positive or negative results. (please quantify where possible;

Please use as far as possible the results that were specified in grant application

- 2.3. What has been the outcome on both the final beneficiaries &/or target group (if different) and the situation in the target country or target region which the Action addressed?

- 2.4. Please list all publications (and no. of copies) produced during the Action on whatever format, amongst others containing new approaches, innovative ways of communicating... (please enclose a copy of each item, except if you have already done so in the past).

Please state how your publications are being distributed and to whom.

- 2.5. Please list all contracts (tangibles, services) above EUR 10,000 awarded for the implementation of the project during the reporting period, giving for each contract the amount, the award procedure followed and the name of the contractor.

Please justify here if lowest quote was not selected and why (due to better service, existing relationship with supplier, etc), if the required number of quotes could not be sourced or any other deviations from the procurement requirements stated in the guidelines.

- 2.6. Describe if the Action will continue after the support from Caribbean Export has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the Action?

² “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large.

3. Partners and other Co-operation

- 3.1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)? Please specify for each partner organisation
- 3.2. Is the partnership to continue? If so, how? If not, why?
- 3.3. Where applicable, outline any links you have developed with other projects.
- 3.4. If your organisation has received previous funds in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant Caribbean Export/EU assistance).
- 3.5. Please provide any recommendations that may enhance Caribbean Export's delivery of this service.

4. Visibility

How is the visibility of the Caribbean Export and EU contribution being ensured in the project?

Has the EU and CE logos been included on all materials associated with the project? Please provide pictures to support.

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Signature

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Date