**SIRCLES SUB-GRANT ACTIVITY REPORT**

| ***GUIDELINES**** *This report must be completed and signed by the contact person of the subgrant beneficiary.*
* *The contracting body will reject any incomplete or badly completed reports.*
* *This box and all text in blue in this document may be deleted before report submission*
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| --- |

1. **Description**
	1. Name of contact person of the subgrant beneficiary:
	2. Email of contact person of the subgrant beneficiary:
	3. Enterprise name:
	4. Business start year:
	5. Enterprise legal form:
	6. Registered official number:
	7. Location of the enterprise (specify country, region, municipality):
	8. Start date and end date of the subgrants implementation:
	9. Total budget: *<amount in LOCAL CURRENCY (specify)>*
	10. Requested EU contribution: *<amount in LOCAL CURRENCY (specify)>*
	11. Received EU contribution: *<amount in LOCAL CURRENCY (specify)>*
	12. Business summary *(150 words maximum):*
	13. Business offered product/services *(300 words maximum):*
	14. Enterprise economic performance *(fill table below):*

| Months: (starting from the subgrant contract signature) | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 |
| --- | --- | --- | --- | --- | --- | --- |
| A | AVERAGE TOTAL REVENUES (in LOCAL CURRENCY-specify) |  |  |  |  |  |  |
| B | AVERAGE TOTAL EXPENDITURES (in LOCAL CURRENCY-specify ) |  |  |  |  |  |  |
| C | AVERAGE PROFITS (in LOCAL CURRENCY-specify ) |  |  |  |  |  |  |

* 1. Target area *(specify country, region(s), municipality(ies)):*
	2. Final beneficiaries[[1]](#footnote-0) and/or target groups[[2]](#footnote-1):
	3. Current number of enterprise workers *(fill table below):*

|  | **MEN Aged 18/24** | **WOMEN Aged 18/24** | **MEN Aged 25/40** | **WOMEN Aged 25/40** | **MEN Over 40** | **WOME Over 40** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***N° of overall people employed long term***  |  |  |  |  |  |  |  |
| *Of which --*  |  |
| N° of PwDs (People with Disabilities) |  |  |  |  |  |  |  |
| N° of refugees/asylum seekers |  |  |  |  |  |  |  |
| N° of people from disadvantaged communities/background |  |  |  |  |  |  |  |
| N° of people with multiple disadvantages (e.g PwDs + refugee) |  |  |  |  |  |  |  |

|  | **MEN Aged 18/24** | **WOMEN Aged 18/24** | **MEN Aged 25/40** | **WOMEN Aged 25/40** | **MEN Over 40** | **WOME Over 40** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **N° of overall people employed short term (seasonal, internship)** |  |  |  |  |  |  |  |
| *Of which --* |  |
| N° of PwDs  |  |  |  |  |  |  |  |
| N° of refugees/asylum seekers |  |  |  |  |  |  |  |
| N° of people from disadvantaged communities/background |   |  |  |  |  |  |  |
| N° of people with multiple disadvantages (e.g Pwd + refugee) |  |  |  |  |  |  |  |

* 1. Other sources of financing (fill table below):

*Cross, if any, the sources of financing, apart from SIRCLES subgrant support, you are seeking to secure to carry out the entrepreneurial activity (also indicate the amount, if applicable)*

|  | Obtained/currently available | Currently being sought | Planned | Potential | Amount (in LOCAL CURRENCY-specify) |
| --- | --- | --- | --- | --- | --- |
| Bank loans |  |  |  |  |  |
| Other grants from projects  |  |  |  |  |  |
| Donations/Fundraising |  |  |  |  |  |
| Crowdfunding |  |  |  |  |  |
| Microcredit |  |  |  |  |  |
| Social investment |  |  |  |  |  |
| Private investment (different from personal savings) |  |  |  |  |  |

1. **Assessment of the implementation of subgrant activities and its results**
	1. **Executive summary of the subgrant**

*Please give a global overview of the implementation of the subgrant and describe the level of achievement of the pursued results and environmental and social objectives (outputs and outcome).*

* 1. **Results and activities**

**A. RESULTS**

*What is your assessment of the results of the subgrant so far? Include observations on the performance and the achievement of outputs and outcomes and whether the action has had any unforeseen positive or negative results.*

*Explain how the Action has mainstreamed cross-cutting issues such as promotion of human rights, social inclusion, gender equality, good governance, and environmental sustainability.*

*In addition, please comment the level of achievement of all the results on the basis of the corresponding current value of the indicators and all the related activities implemented during the reporting period. Comment on current status of indicators associated to the outcome and explain any changes, especially any underperformance; refer to the indicators.*

*Example:*

| *Output/outcome* | *Indicator* | *Current value* | *Target value**(foreseen at the end of sub-grant implementation period)* | *Comment* |
| --- | --- | --- | --- | --- |
| *Outcome 1: Creation of green jobs*  | *Number of full-time people employed in bio-waste management sector* |  | *5* |  |
| *Outcome 2: Creation of employment opportunities for women and NEETs* | *Number of full-time women/NEETs employed in bio-waste management sector* |  | *3* |  |
| *Output 1.1: Valorisation of biowaste* | *Tons of biowaste collected**Tons of organic compost produced* |  | *800 tons* |  |

**B. ACTIVITIES**

*Following the above assessment of results, please elaborate on all**the activities covered (i.e., investments made, marketing strategies adopted/implemented).*

*Please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed (if applicable)*

*Please list any risks that might have jeopardised the realisation of some activities and explain how they have been tackled.*

1. **Sustainability**

*[For Final Reports only]*

* 1. Describe if the action will continue after the support from the European Union has ended. Are there any follow up activities envisaged? What will ensure the sustainability of the action?
1. **Visibility**

How was the visibility of the EU contribution ensured in the subgrant?

1. **Location of records, accounting and supporting documents**

Please indicate in a table the location of records, accounting and supporting documents for each beneficiary and affiliated entity entitled to incur costs.

Name of the contact person for the subgrant: ……………………………………………

Signature: ………………………………Location: ……………………………………

Date report due: ……………………..…Date report sent: ………………………………

1. ‘Final beneficiaries’ are those who will benefit from the subgrant(s) in the long term (i.e., community) [↑](#footnote-ref-0)
2. ‘Target groups’ are the groups/entities who will directly benefit from the subgrant(i.e., enterprise employees, clients, stakeholders) [↑](#footnote-ref-1)