

Check list for the Financial report

- An official confirmation about working day hours in your country (signed and stamped by head). *For example, 8 hours, or 7,5 hours.*
- An official confirmation about VAT payment (you are VAT payer or not VAT payer) (signed and stamped by head).
- Pay-roll sheet (people working in the project, their salaries calculated with all taxes)
- Bank payment for each person (for mobility sum, for administration salary , if possible; for teacher/trainee, researcher salary and technician days/hours) salary according project plan for October and November
- Time sheets (for each person working in the project according project plan)
- Bank statement (**from the first bank operation** including data when first payment form Coordinator was transferred to your bank account until the last payment day, for example 2015-12-09. *All expenses concerning bank operations, opening bank account, payment for transfer of money are paid **from organization budget**.*
- Mobility tickets to Ostrava [all tickets, boarding passports, train, plain , taxi] proving your mobility form home organization place to host organization place). *All certificates copies from Ostrava I have with me.*
- Invoices, bills for Project implementation and management costs.
- Work contract copies (except Greece, who gave me copies in Ostrava).
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• Check list for the Progress (activity) report

- Local activity (write briefly who is your target group, how did you invite your target group to your project, how will you analyze (or you have analyzed already) **target group nb 1** (*seniors, disabled adult etc.*) situation, their needs, interests and role in our project. If you use questionnaire, give us main results. You can also give target group members interview results (quotations, descriptive texts). See an example form Coordinator (PP presentation) about situation analysis.
- O1 – 1 level exercises and optimized theoretical framework. Develop you theoretical background (if you find more ideas and material for optimizing your own exercises after Ostrava meeting). Optimization and strategic partnership should be clear expressed after our first meeting in Ostrava.
- Dissemination: what do you do for the project dissemination in your city/ willage, organization?
- Describe, please, how will you reach and invite your **target group Nb2** (adult educators), because next year we will work on the Intellectual product O2. It is the program for adult educators who will work with our target groups and will use exercises O1 (It is recommended to choose music teachers as adult educators, to give them several seminars about our intellectual product O1 and program O2.)