**DESCRIPTIVE REPORT:**

If necessary, expand the cells to complete the report form.

|  |  |
| --- | --- |
| **1. ENTITY SUBMITTING THE REPORT** | |
| Title of organisation as in registration documents |  |
| Registration No |  |
| Address |  |
| Website |  |
| First name, last name, and position of the person submitting the report |  |
| Phone |  |
| E-mail |  |

|  |  |
| --- | --- |
| **2. INFORMATION ABOUT THE PROJECT IMPLEMENTED** | |
| Title of the book in translation |  |
| Number of pages |  |
| Printrun |  |
| Name of translator |  |
| Translation language |  |
| Translation publishing year as stated in the book |  |

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| --- |
| **3. PUBLICITY AND DISTRIBUTION OF THE IMPLEMENTED PROJECT**  PLEASE INCLUDE A SHORT DESCRIPTION OF THE MARKETING AND PR ACTIVITIES, DISTRIBUTION CHANNELS – WHERE THE BOOK WILL BE AVAILABLE TO BUY, READ, AND LEND (BOOKSTORES, CHAINS, INTERNET, LIBRARIES ETC), ACTIVITIES, EVENTS AND BOOK PRESENTATIONS ORANISED OR PLANNED TO PROMOTE THE BOK, ETC. |
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| --- | --- | --- | --- | --- |
| **To be completed for submission together with descriptive report**  **FINANCIAL REPORT** |  | |  | |
| **Use of the grant allocated (EUR)** | |
|
| Grant agreement number and date |  |
| Total grant amount as stated in Grant agreement |  |  | |
| Received 1st payment from the “*International Writers and Translators house*” (if applicable) | Amount in EUR, date |  | |
| Total expenditures |  |  | |
| Amount of the final Grant payment expected from the IWTH |  |  | |

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| --- | --- | --- | --- |
|  |  |  |  |
| **Budget item (according to the Budget annexed to the grant Agreement)** | **Amount granted from the IWTH** | **Justification document (type of document, number, date)\*** | **Amount spent** |
| 1. |  |  |  |
| 1.1. |  |  |  |
| 1.1.1. |  |  |  |
| 1.1.2. |  |  |  |
| 2. |  |  |  |
| 2.1. |  |  |  |
| 2.2. |  |  |  |
|  |  |  |  |
| **Total:** | **0** |  | **0** |
|  | | | |

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| **APPENDICES – COPIES OF JUSTIFICATION DOCUMENTS, VISUALISATIONS**  PLEASE NAME ALL APPENDICES WHICH JUSTIFY INFORMATION SUBMITTED IN THE REPORTS (ON SUBJECT MATTER AND FINANCIAL ASPECTS). PLEASE NUMBER THE APPENDICES TO THE REPORT IN AN EVIDENT MANNER.  1.  2.  3.  4.  5.  6.  …. |

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| \***Together with the financial report, you must also send copies of all bank statements and justification documents (invoices, contracts etc) mentioned in this report and prove the expenditures of the grant received.**  Signature of the legal representative of the entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |  |  |  |