

LIFE Project Number

<LIFEyy XXX/XX/XXXXXX>

Progress Report[[1]](#footnote-2)

**Covering the project activities from dd/mm/yyyy[[2]](#footnote-3) to dd/mm/yyyy**

Reporting Date[[3]](#footnote-4)

<dd/mm/yyyy>

LIFE PROJECT NAME or Acronym

<Name of the project>

Data Project

|  |  |
| --- | --- |
| Project location: |  |
| Project start date: | <dd/mm/yyyy> |
| Project end date: | <dd/mm/yyyy> **Extension date:** <dd/mm/yyyy > |
| Total budget: | € |
| EU contribution: | € |
| (%) of eligible costs: |  |

Data Beneficiary

|  |  |
| --- | --- |
| Name Beneficiary: |  |
| Contact person: | <Mr/Mrs/Ms> <first name> <last name> |
| Postal address: | < Street, n°, postal code, town/city, member state > |
| Telephone: | xx-xx-xxxxxxx + direct n° |
| E-mail: |  |
| Project Website: |  |

Please refer to the guidance document [How to draft a progress report on your LIFE 2014-2020 projects](https://cinea.ec.europa.eu/system/files/2021-04/How%20to%20draft%20your%20progress%20report%20-%20version%20April%202021.pdf) that is in the Reporting / How to report section of the LIFE website.

**Section 1 - Overall assessment of the achievements and as to whether the project objectives and work plan are still viable (2 pages max)**

**Section 2 - Identified deviations, problems and corrective actions taken in the period (max 2 pages)**

1. Progress Report without any payment request (for Progress Reports with payment request, use the Mid-term Report template) [↑](#footnote-ref-2)
2. Project start date in the case of the first Progress Report, otherwise date since the last reporting period [↑](#footnote-ref-3)
3. Include the reporting date as foreseen in Form C2 of Annex II of the Grant Agreement or as modified in agreement with the Agency [↑](#footnote-ref-4)