**MONITORING TOOLS: GUIDELINES**

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1. As reported in the Contract, the fulfillment of the monitoring tools depends on the length of each selected youth initiative. It’s mandatory to fill them at least twice:
* one as Interim Report;
* one as Final Report.

For the Financial Report - the reporting depends on the number of payments.

Fulfill also column “P” of the excel in case of three payments.

1. Select one or more reference persons within your organization, who will be in charge of supporting the selected youth group(s) in completing the tools.

It’s recommended that per each partner the financial officer will be included in the financial monitoring process.

One reference person may also be the selected Expert on Sub-granting, or the Country-based focal person.

1. Help the youth initiative(s) to select a reference person in their group (one in the leading youth organization, and one per each co-applicant). This will make the reporting process easier and ensure fluent communication with them to schedule the monitoring meetings, and to collect evidence and information needed.
2. Remember to the selected youth initiative(s) to keep each invoice, proof of payment, and contract during the whole implementation of their project, and to include evidence, such as: photographs, lists of attendance, elaborated material, etc.

The reference person, and in particular the financial officer in each country, has to be aware of the importance of periodically collecting this evidence.

1. Adapt the tools depending on each initiative:
* copy-paste their budget on the Financial Report, as the baseline to support them using the Excel format;
* in the Activity Implementation Report cancel all the activities/outputs sheets in excess or add more, if necessary, depending on the effective number of activities/outputs foreseen in each selected initiative.