

# PROJECT REPORT

Mobility grants program  
for staff members in vocational training



This program is funded by  
The *Ministère de l'Éducation du Québec*

## GENERAL INFORMATION

### School information

School name \_\_\_\_\_

School services centre / School board \_\_\_\_\_

Administrative region \_\_\_\_\_

### Project information

Project name \_\_\_\_\_

Project number (indicated in the acceptance email: A-###) \_\_\_\_\_

Training program \_\_\_\_\_

Project dates  
(YYYY-MM-DD)

\_\_\_\_\_   
Departure date

\_\_\_\_\_   
Return date

Destination \_\_\_\_\_

## PROJECT EXECUTION

**Did the execution of your project go according to the description given in your initial application?**

Yes

No

If you answered no, please briefly explain how the execution differed from the original project and provide the reasons for this change.

Éducation internationale reserves the right to claim a full or partial refund of the amount of the grant if it has not been used for the intended purposes.

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**Was the number of participants the same as indicated in the application?**

Yes

No

If you answered no, please briefly explain why the number changed.

Éducation internationale reserves the right to claim a partial refund should there have been fewer participants.

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**Has the amount of the grant awarded been fully used?**  Yes  No

If you answered no, please contact us to reimburse the funds that have not been used. Please keep all supporting documents as they may be requested later.

**Did you meet your objectives?**  Yes  No

Please describe the concrete benefits that the project brought to the participants.

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**As the respondent for this project, are you satisfied with the manner in which your application was processed by Éducation internationale?**

Very satisfied  Satisfied  Not very satisfied  Unsatisfied

Comments.

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## SUPPORTING DOCUMENTS

Send your project report along with the following documents:

- Appendix I: The project's actual schedule.
- Appendix II: Budget outline, adjusted to reflect the actual expenses and income sources.
- Appendix III: Proof of purchase of transportation for each participant (names and amount paid must appear on the document provided).
- Appendix IV: Testimonies, photos, videos (optional)

## SIGNATURES

Signature of the vocational training centre head office

Surname	First name
Title	
Signature	Date

### HOW TO ADD YOUR DIGITAL SIGNATURE TO THE DOCUMENT

Make sure you have Acrobat Reader's latest update.

- 1) Click on the signature field and select « Configure New Digital ID ».
- 2) Select « Create a new Digital ID » and « Save to File ».
- 3) Enter your personal information, keep the rest as it is, and click next to choose a password.
- 4) You can modify the look of your signature if you want to (text, digital picture, drawing).
- 5) Save the form and transfer it to the next person that has to sign it.

Don't hesitate to see this [help document](#) should you have any difficulty with the form.

## ADDITIONAL INFORMATION

### SUBMITTING YOUR APPLICATION

The project report must be completed, signed, and sent to Éducation internationale within **60 days** of the end of the project. Projects ending after July 15 have until **September 15** to submit their report.

Please submit your project report along with all supporting documents through the deposit box available on [our website](#).

### DO YOU NEED ADDITIONAL INFORMATION?

You can contact the program's team at Éducation internationale by [email](#) or by phone at: (418) 651-6447 #147.

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