

PROJECT REPORT

Mobility grants program
for students 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.

Was the number of participating students and supervisors 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.

Number of students _____

Number of supervisors _____

Students

	Surname	First name	Permanent code	Nb of units completed during the project
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Note: You can add an Excel sheet if needed.

Supervisors

Surname	First name

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 students.

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.

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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