

## **GUIDELINES ON ACTIVITIES AND BENEFICIARIES**

A key part of project entries in EUDigitool is the Activities and Beneficiaries (A&B) section. In order for you to know how to add them and the purpose of doing so, below follows some helpful information and easy steps to follow. If you have any questions, do not hesitate to contact the communication team at the EU Delegation or your assigned project reviewer in EUDigitool.

### **Purpose: What do we want?**

One of the ways we showcase EU-funded projects in Georgia is the website EU4Georgia.ge. Project entries there include a map showing concrete impact/output of EU-funded projects. The aim is to:

- Increase visibility of EU-funded projects – your projects;
- Have a website where it is easy to see and understand the impact your projects are having around you and how people benefit.

The website will retrieve information from the EUDigitool, specifically the project information and A&B sections.

### **Step 1: Identify your A&Bs**

An A&B shows tangible and visible, long term/wider impact(s) of your project. In some cases it should be marked by a plaque or sign noting the EU support.

A&Bs are likely already existing in the project documents and could be linked to the expected results set out for your project. Use these as inspirations and put it in an easy accessible language. Examples from projects can include:

- A Building/infrastructure constructed or rehabilitated
- A sub-grantee that got funding
- An institution that received capacity building and can provide better services as a result (in this case the institution that is receiving capacity building should be indicated rather than the training itself)
- An information centre run
- A large scale public event/conference/festival/cultural event

### **Events like below do not belong in this category**

- Steering committees
- Kick-off meeting or events
- Other closed meetings or events
- Participation in Europe days
- Closed trainings or workshops
- Study visits
- Grant competitions
- Print materials - such as books, research reports
- Needs assessments
- Etc.

## **Step 2: Create an A&B**

Once an A&B is identified, you should add it to your project page. When added, the A&B will have its own page and information is needed. Ideally, all the boxes in each A&B should be filled in. This is however not always possible, depending on the A&Bs of your project. The below topics should however always be completed:

- The name of A&B – in English and in Georgian  
*Make the name short and easy to understand*
- The description of the A&B – in English and in Georgian  
*The description of the A&B should be standing on its own and put in a wider perspective, not only explaining what is being done, but also why and for who. **!Explain it clearly, in simple language, what the activity is and more importantly, describe who the end beneficiaries are. Place the A&B description in a larger context of EU support in general and the support of your project in particular. Explain what is being done, for who, and why it is important. It should be understandable for everyone, even people without any previous knowledge of your project or sector!***
- Type of A&B – choose from list
- The title of your project
- The location – it is important to fill in specific locations/towns, not only regions  
*Restrain from only writing the region – The location of your A&B is important; make sure it is visible on the map by typing a specific address or village/town.*
- At least one photo should be uploaded - ideally showing a plaque (if existing). And remember to always upload proof of consent along photos that show people.

## **Step 3: Change status**

When you have identified the A&B and you are satisfied with the information you have provided, you need to change the status in the top right corner, from 'Created' to 'Ready for review'.

### *Example 1*

Project A is conducting multiple training sessions for scientists working on food safety in 3 laboratories around Georgia, which leads to increased competence of the laboratories where the trained scientists work.

→The action is the training itself but the beneficiaries are the laboratories which now have more educated staff due to the training they received. Thus, you create 3 A&Bs one for each laboratory, where:

- The title of the A&B could be “Laboratory with increased capacity on food safety”
- In the description, you explain what the training was about, why it was necessary and why it is important. You explain how the training was conducted and how many scientists were trained ;
- On the map, you indicate the location of that specific laboratory who now has trained scientists.

*Example 2*

Project B is working on improving access to electricity in a rural region in Georgia. They do this by building/rehabilitating 5 power stations in multiple locations in the region.

→ The action is building/rehabilitation 5 power stations in the region, so you make 5 A&Bs, where:

- The title of the A&B is “Power station built/rehabilitated in XXX”
- In the description, you explain the specific support provided to that power station, why it was done and who will benefit. Remember to put the description in a larger context so that everyone, even those not familiar with your project, will understand.
- Each A&B has the location of one of the power stations.

*Example 3*

Project C provides sub-grants to 5 small female-led business.

→ The action is providing sub-grants, while the beneficiary is the female-led business. Again, you make 5 different A&Bs – one for each sub-grantee

- The title of the A&B is “sub-grant to XX”
- In the description, present the beneficiary and her business. Explain why your project is supporting this beneficiary and why it is important. Make sure that everyone, even individuals not familiar with your project or the beneficiary, understand why this action is important, what is being done and how it will benefit the village/region/country. Please note that all individuals need to agree that their information will be made public (this may be already stipulated in the sub-grant agreement, otherwise permission should be obtained).
- Add the location of the sub-grantee on the map.

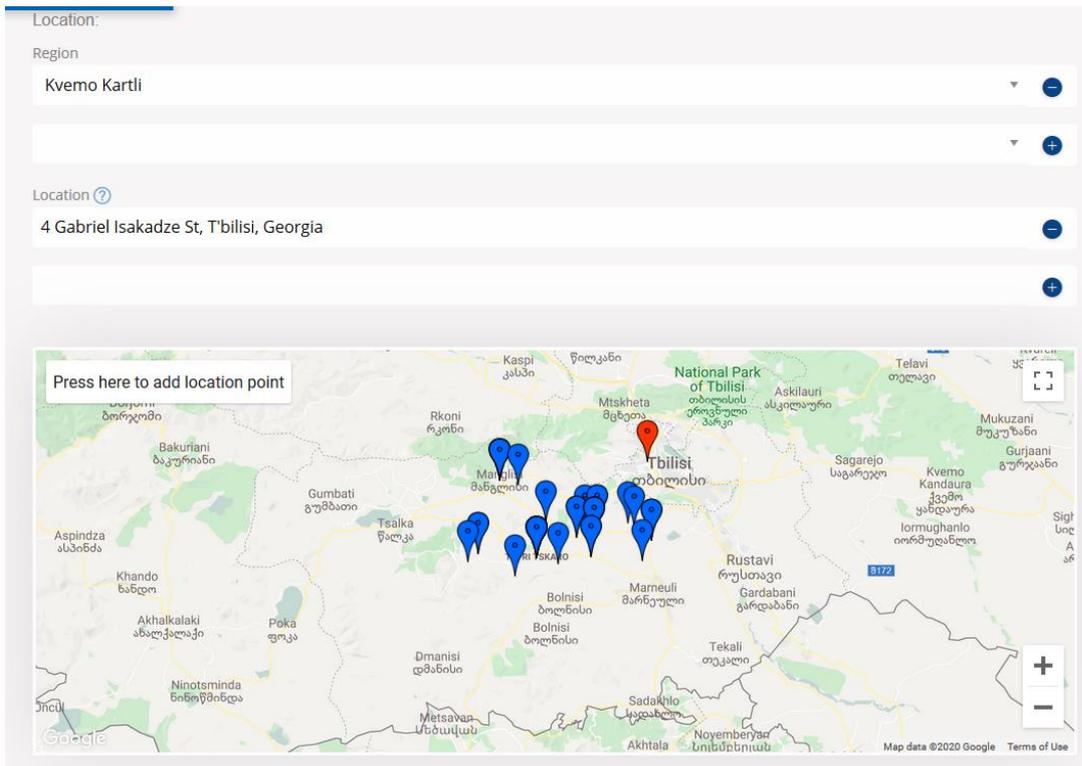
To give you some inspiration, please have a look at the images below showing a real-life example of what an A&B may look like.

1. This is the view on your main project page. Click the ‘add new’-button to create a new A&B.

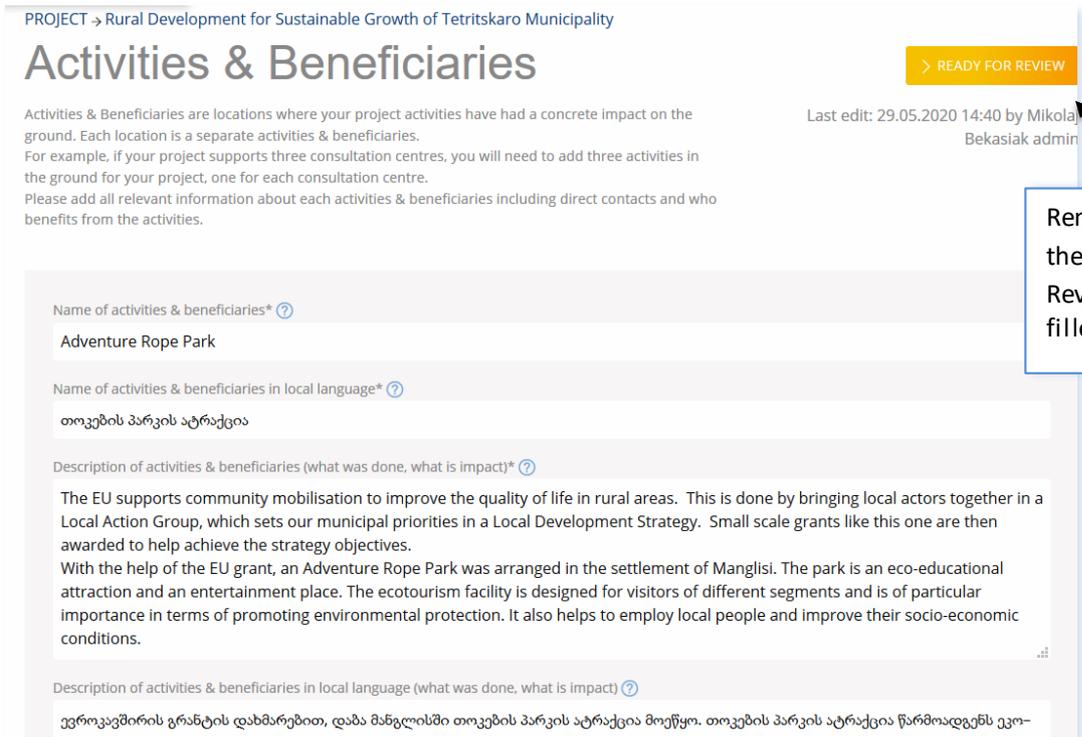
The screenshot shows a web interface titled "Activities & beneficiaries". In the top right corner, there is a blue button labeled "ADD NEW". Below the title, there is a list of activities, each followed by a small blue circle with a minus sign. The activities listed are:

- Adventure Rope Park
- Agro machinery
- Agro-Technique for Tetrtskaro Highland Zone
- Agrotechnic service center in Ghoubani
- Agrotechnic service center in the village of Jorjashvili
- Agrotourism Association of Tetrtskaro
- Auto service center in Jorjashvili
- Auto service center in Tetrtskaro
- Bee Keeping in Koda
- Beekeeping in Asureti
- Bio-gas in small farms
- Blackberry garden
- Block Production

- The location you enter in each A&B will show in blue pins on the map of your main project page.



- Below is example of how to describe your A&B – remember to have the beneficiaries at the centre of your description.



4. Enter relevant address for the A&B and it will show up on the map on the A&B page. Add photos representing the A&B.

Enter the address as detailed as possible.

Region  
Kvemo Kartli

Location of activities & beneficiaries   
Kurorti street 4, Manglisi

### Activities & beneficiaries gallery

  
Drop files anywhere to upload  
Maximum upload file size: 10MB  
[Upload File](#)

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Activities & beneficiaries pictures:



Remember to add caption and prof of consent for each photo.



Press here to add location point