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# Annex 4

**Project report**

on the implemented activities

for digital transformation

and related

business improvements

Call: SMARTER AOE – 202301

Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved amount of financial support (in EUR, VAT included): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **Description of the implemented digital transformation project**
* *List all activities carried out as part of the digital transformation project by category of support scheme with costs and presentation of results.*
* *Provide proof of the implemented activities and attach it to the report.*
 |
| **Full project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Implemented digital innovation activities by categories of support scheme** | **Costs**(in EUR)*VAT included* | **Actual** **implementation period** (MM/YYYY – MM/YYYY) | **Status after implementation / result** | **Attached proof of the activity performed** | **Actual business improvements** |
| **I. Digitalisation and marketing tools for better performance of tourism SMEs** |
| *Example: Establishing a new company webpage* | *3.000,00* | *09/2023 – 12/2023* | *Company webpage with general company information and offer*  | *Print screen of the webpage and webpage link* | *Better online visibility* |
|  |  |  |  |  |  |
| *Add or delete rows if necessary* |  |  |  |  |  |
| **II. Expert mentors (external consultants)** |  |  |
|  |  |  |  |  |  |
| *Add or delete rows if necessary* |  |  |  |  |  |
| **III. Travel and accommodation** |
|  |  |  |  |  |  |
| *Add or delete rows if necessary* |  |  |  |  |  |
| **TOTAL** |  |  |

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| 1. **Declarations**

*(mark or write)* |
| We participated in the AoE Academy Programme - attended \_\_\_\_\_\_ workshops and 10 mentoring hours.  |
| We have fulfilled all the publicity requirements. | **YES** | **NO** |
| We have enlisted on the Amazon of Europe hub platform. | **YES** | **NO** |

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| 1. **Attachments**
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| 1. Proof of participation at joint online training / workshop (1) *– mandatory, e.g. print screen where attendance is visible*
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| 1. Proof of participation at joint online training / workshop (2) *– mandatory, e.g. print screen where attendance is visible*
 |
| 1. Proof of participation at joint online training / workshop (3) *– mandatory, e.g. print screen where attendance is visible*
 |
| 1. Picture of the poster in the company premises on receiving financial support from EU funds - *mandatory*
 |
| 1. Print screen of the publication on the SME website or social media page on receiving financial support from EU funds - *mandatory*
 |
| 1. Print screen with the presentation of the Amazon of Europe tourism products on the SME website or social media page with a destination website link - *mandatory*
 |
| 1. Print screen to prove the company is enlisted on the AoE Hub platform - *mandatory*
 |
| 1. *[Content proof of the performed activity indicated in the project summary table] - mandatory*
 |
| 1. *[Content proof of the performed activity indicated in the project summary table]*
 |
| 1. *[Content proof of the performed activity indicated in the project summary table]*
 |
| *Add or delete rows if necessary* |

**Your reflection / comment on participation in the SMARTERAOE-202301 call:**

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| Date and place: |  | Name, signature of legal representative and stamp\*: |

\*In case the company doesn’t use a stamp, please write: *We operate without a stamp.*

*Date of receipt of the report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (completed by the project coordinator)*