

Final Report

Use this form to complete your final report. Please type or print neatly. If necessary, attach additional sheets. This form should be completed in English.

Name of organisation:

Name of network (if applicable):

Grant number (can be found on your contract):

Date project started:

Date project completed:

Name and title of contact person:

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Address:

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Tel: Fax:

E-mail:

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Name and title of person completing final report

(if different from contact person)

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Signature of person completing final report

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Date of submission

Goal of the project:

(A short statement about what the organisation or network wanted to accomplish with this grant. The goal can be taken from the original project proposal you submitted.)

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Objectives of the project:

(Objectives are the results of what the project aimed to achieve. There should be only two or three objectives. The objectives can be taken from the original project proposal you submitted.)

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Highlights of the project:

(Think about the project you have implemented and provide an overall picture of the success of the project.)

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Project Implementation *(use a separate sheet for each objective)*

Objective:

Planned activities	Activities implemented	Results achieved <i>(What was measured? Was it successful?)</i>

Project Implementation *(use a separate sheet for each objective)*

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Final Report

Overall impact of project

(explain what the result of your project interventions were)

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Line Item Expenditure Form

Organisation:	
Grant number:	
Total amount approved:	
Prepared by (name/ title):	

Amount of funds received: On what date:

Exchange rate:

Please provide copies of bank statements covering the period of this report

I, (print name) certify that all the information provided in this financial report is correct and in accordance with the funding agreement to the best of my knowledge.

.....
 Signature of person completing this report Title Date

Final Report

A	B	C
Item	Total approved budget	Funds spent (local currency)
Total		
	Funds previously advanced (local currency)	-
	Final grant payment due (local currency)	=