**PROJECT REPORTING TEMPLATE**

**Name of the Organization:**

**Project Title:**

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| --- | --- |
| **Project Location:** | **Project Period:** |
|  |  |

1. **Project status update**
	* Short description of the project’s objective and expected results
	* Short general description of the project achievements
	* Short description of the project context, incl. challenges
	* Short description of the stakeholders involved in the project, incl. changes in perceptions, relationships, awareness, etc.
2. **Project progress according to work plan**
	* Short description of main results according to work plan
	* Short description on activity progress
	* What is the progress against the target indicators?
	* What are the achievements in terms of engaging women, youth, socially marginalized and vulnerable people?
	* Implementation constraints and ways to overcome them
	* What are the deviations from the work plan (if any), incl. needs to readjust the project?
3. **Finances and management**
	* *All financial documents defined by the grant agreement have to be provided.*
	* Percentage of budget spent vs. planned per result
	* Comments on budget deviations respectively over/under spending, and outlook for the rest of the project
	* Has the project expenditure been, and certified as correct and accurate by the

CSO’s finance officer?

* + Brief explanations if there were major differences between the executed and the planned activities

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1. **Impact**
* What were the main impacts and achievements of the project?
* What has changed as a result of the project?
* What real difference has the activity made to the beneficiaries?
* How many people have been reached?
* What changes have been achieved for women, youth, socially marginalised and vulnerable people?
* Has there been any negative impact caused by the project?
1. **Sustainability**
	* To what extent can the benefits of the project continue after grant funding has ceased?
	* To what extent has the project potential to be replicated in other locations?
	* To what extent has the project potential to be scaled up with new funding?
2. **Lessons learned**
	* Good practices, success stories and innovations from the project, e.g. related to working with communities, government agencies, other CSOs, using new technologies, approaches etc.
	* How will the project take advantage of the lessons learned?
	* What are the main obstacles and difficulties, and how will the project overcome them?
	* What are the lessons learned from engaging women, youth, socially marginalized and vulnerable people?
3. **Documentation**
	* Photos
	* Publications
	* Reports
	* Media coverage