**Progress Report**

|  |  |  |
| --- | --- | --- |
| **Reporting period** | FROM (date) | TO (date) |
|  |  |

|  |  |
| --- | --- |
| Name of the organization: |  |
| Address: |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |
| Person in charge of Progress Report: |  |
| Project Staff (included in the Budget) |  |

**Project Identification:**

|  |  |
| --- | --- |
| Name of the Project: |  |
| Location: |  |
| Beginning of the Project: |  |
| End of the Project: |  |

|  |  |
| --- | --- |
| **Participants/Beneficiaries** | **Capacity building/Training** |

|  |  |  |  |
| --- | --- | --- | --- |
| No of women: |  | No of women: |  |
| No of men: |  | No of men: |  |
| No of children,  boys/girls: |  | No of children,  boys/girls: |  |

**Budget and Finances**

|  |  |
| --- | --- |
| Total Budget (approved): |  |
| Funds transferred so far: |  |
| Contribution of the Applicant (if applicable): |  |
| Project costs: |  |

**1. Summary of the Report**

*Please describe activities, project results and provide other relevant information (maximum one page)*

**1.1 Implemented activities**

*Describe activities implemented during the reporting period. (Provide explanation in case there were some changes to the approved plan. If some activities are delayed, please attach a revised Plan of activities).*

**1.2 Results and activities**

Describe the degree to which the goals in the Agreement were accomplished during this reporting period. (According to the Agreement, please insert data in the table and indicate cumulative achievement per each of the set goals).

**1.3 Project impact**

*Describe the impact of the Project implementation to date, on beneficiaries or wider community, including whether the project implementation had different impact on women/men, girls/boys and describing such impact.*

**1.4 Involvement of the Local Self-governance Unit**

*List the positive examples of local governance administration involvement in the Project implementation.*

**2. Difficulties/Problems**

*Please describe unexpected difficulties/problems encountered during Project implementation as well as measures undertaken to mend/solve these difficulties/problems.*

**3. Lessons learned**

*Provide all additional information relevant for this report and/or lessons learned during the reporting period.*

**4. Activities planned in the next reporting period**

*Provide activities from Your Timeframe that will be implemented in the following period.*

Signature of the person in charge of the Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_