**Final Report**

|  |  |
| --- | --- |
| *Submitted on :* | \_\_/\_\_/\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **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 two pages).*

**1.1 Implemented activities**:

*Describe all activities implemented during the implementation of the Project.*

**1.2 Results and activities**

Describe the level to which goals provided in the Agreement were accomplished. (According to the Agreement, please insert data in the table and indicate cumulative achievement in each of the set goals).

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals** | **Baseline** | **Proposed** | **Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1.3 Project impact**

*Describe the impact of the Project implementation 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-government Unit**

*List 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 implementation.*

Signature of the person in responsible for the Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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