**Project Reporting Template**

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| Organization name: |  |
| Reporting Date: |  |
| Contact details: |  |
| Project Title: |  |
| Grant Contract Number: |  |
| Project implementation period: |  |
| Grant value in Euros: |  |

**Overall project report:**

1. What were the project objectives? Have they been achieved?

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2. Did your organization have partners in project implementation, and if yes who were they? What was the contribution of your partners?

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3. Was the project organized in phases/stages? If yes, please describe activities of each phase.

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4. Has the project undergone changes during its implementation: (a) substantial changes related to its activities, (b) changes in period of implementation, etc?

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5. Not exceeding 600 word, please provide detailed description of the implemented activities

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6. Who were the participants and/or target group and/or beneficiaries of the project?

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7. What are the project’s main accomplishments? Has this project brought any changes/improvements in the addressed field and which are those?

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8. What is the key success of the project?

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9. Have there been any unpredicted results (either positive or negative)

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10. What were the challenges you faced during implementation?

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11. Have the local or national media provided coverage to your project? If yes, which media? Please provide copies of the published articles and media clips.

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12. Will you continue with this project implementation upon your organization has expended the funding provided by the Kosovo Foundation for Open Society?

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13. Has your project been funded by other donors beside KFOS? If yes, what was the contribution and who was the donor?

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14. Please list materials produced during/within the project (publications, studies/analysis, reports)

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15. Have you evaluated the impact of the project? If yes, please attach the evaluation report.

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* **please include additional information that have not been listed here**
* **please provide comments and/or suggestions on how you would improve your project**

**Financial Report**

Based on the table you used when applying for project, please add a column where you will list your project expenses/balance sheet. The table below provides a sample.\*

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| --- | --- | --- | --- | --- | --- | --- |
| **Budget line** | **Approved Budget** | **Incurred expense** | **Difference**  | **Receipt number\*\*** | **Number of bank transaction** | **Receipt number at the cash register** |
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|  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

\* The table can be prepared on Excel sheet

\*\* Please provide the number of the receipt/bill related to the expenses incurred within the budget line

If the budget underwent changes, please list each of them individually and explain

All transactions should be conducted through the bank. In cases when bank financial transaction is not possible, then provide explanations on reasons why payment must have been completed through other means.

**The following must be attached to this report:**

1. Original expense receipts
2. Bank report on payments made for the expenses
3. Receipts should be grouped based on budget lines presented in the project budget table
4. Other materials (newspaper articles, brochures, photographs, publications, media clips, etc). beside hard copy, you can provide the electronic copy of this information to the program coordinator
5. Other additional, but relevant information