

GUIDE FOR INTERIM/FINAL REPORT

(this model is just meant to help you in making your final report; please feel free to give more information)

Project name:

Project number:

Recipient organisation:

Period covered by the report:

Date of reporting:

ADVISE FOR NARRATIVE REPORT

- In your interim/final narrative report, describe the activities that you carried out, and relate them to the planned objectives and results that you described in your project proposal.
- Be informative, make sure to give to the Embassy a clear impression on what its contribution was used for.
- In case of changes to the original project proposal, describe them and give the reasoning behind the changes (*NOTE: in case of bigger changes, you should ask the Embassy for approval beforehand*)
- Make sure that in your narrative report, the following questions are addressed:
 - Were the goals of the project achieved?
 - Did you encounter any bottlenecks and/or problems?
(*If so, why? What was done to deal with them?*)
 - Were you able to carry out the activities according to the time-schedule?
(*If not, why? What was done to adapt the activities?*)
 - Has the target group been reached?
 - Will there be any follow-up?
 - Experience in your co-operation with the Royal Netherlands Embassy
 - Suggestions for the future/lessons learned
- The narrative report should be submitted as PDF file

ADVISE FOR FINANCIAL REPORT

- The financial report should be in the form of the financial statement and should reflect on the approved budget proposal
- The financial statement should include overview of budgeted and actually spent amounts per budget line, for both – the contribution of the Embassy and the contribution of other donor(s) and/or your own contribution (when applicable)
- Give all amounts in € (Euro)
- Provide information about the applicable exchange rates used during the course of the project, for payments made in RSD
- Differences between the amount budgeted in your project proposal and the amount spent should be explained if over 10%
- In case you spent more in total than you budgeted in the project proposal, indicate how are you covering the difference
- State the exact amount (in €) that you need to receive as the next installment
- The financial report should be submitted as PDF file