**Final Report**

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| Organisation |  |
| Name of project |  |
| Project manager or contact person |  |
| Reporting period  |  |
| 1. **Changes in Project Context**
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| * 1. How have general conditions in your specfic project setting changed since you submitted your proposal. What significant positive or negative changes have taken place in the wider political, social or economic setting of the project?
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| * 1. What changes occurred with regard to your organisation and how have these impacted project implementation. Have any activities proposed had to be adjusted?
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| 1. **Project Implementation**
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| * 1. Detailed description of project activities based on the activities proposed in the orginal project application (including number of participants, partnes etc.)since last report. Has everything proposed taken place?
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| * 1. As things stand to what extent are the project objectives as stated in the proposal/MoU being achieved. Please list the 5 main Indicators from your proposal and explain how these are being achieved (if possible with baseline values and current values as well as target values).
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| * 1. Have there been any unintended effects? (positive or negative).
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| * 1. What have been the challenges and how have these affected project progress. What changes to the original proposal have been necessary?
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| * 1. How are you documenting project progress? Has there been an external or internal evaluation?
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| 1. **Financial Reporting (please also complete the separate financial reporting form)**
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| * 1. Will there be changes to the origingal finance plan? (If yes, please attach a new and ammended version to the report and describe the reasons for the changes below).
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| * 1. Will there be or has there been an independent financial audit ? If yes please also share the report with us.
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| 1. **Conclusions**

What are your interim conclusions concerning overall project progress and implementation?  |
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| 1. **What are your Lessons Learned so far?**
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| 1. **Outlook**

What do you forsee for the next project period in terms of sustainability, achievement of objectives etc.  |
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I herewith confirm the validity of all information contained in this report

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| Date  | Signature  |

**Attachment**

1. Please submit 10 pictures digitally that document project progress to projects@lemonaid-charitea-ev.org (Ideally as JPG-Format and via WeTransfer)
2. Please submit a signed pdf version of this report as well as the word document.
3. Please fill out the Statement of Reciepts form, and attach your own finance report if it should exist.