**Project status report, covering xx – xx**

*Please leave questions empty if they are not relevant when reflecting on the reporting period. For every section there is a word limit to ensure that the reporting stays as light as possible. Relevant pictures and links may be included.*

|  |  |
| --- | --- |
| **Project period** | *Full funding period* |
| **Project No** |  |
| **Project title** |  |
| **Written by** | *Name and email* |
| **Date of submission** | *Dd/mm/yy* |

1. **Overall Project Progress**
2. Is the project progressing according to the plan?

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| --- |
| *If no, please specify briefly* |

(max 600 units)

1. Are there any changes in project management, partner composition or key roles?

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| *If yes, please specify* |

(max 600 units)

1. Does the budget deviate with more than 10% from the latest one approved by the Foundation?

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| --- |
| *If yes, please specify briefly* |

(max 600 units)

1. Are you requesting the next financial instalment?

Yes

No

* 1. If requesting the next financial instalment, does it vary from the payment plan?

|  |
| --- |
| *If yes, please state the adjusted amount* |

(max 600 units)

1. **Activities, results and learnings**
2. Please describe activities carried out in the project period *(be specific in terms of involving stakeholders, partners and specific activities you have implemented such as advocacy activities)*

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|  |

(max 2400 units)

1. Please share main results within the reporting period:

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|  |

(max 1200 units)

1. Have you experienced any obstacles? *(reaching target group, collaboration with partners, contextual, or something else)?*

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|  |

(max 2400 units)

1. What have you learned from carrying out these activities and how will you implement these learnings in the future?

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|  |

(max 1200 units)

1. **Evaluation**
2. Status on evaluation activities, monitoring or data collection *(if it is not relevant, please leave empty)*

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(max 800 units)

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**Other comments, if any:**

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(max 1200 units)