**Midterm status**

The midterm status only applies for pilot- and partnership projects.

The status is not a report, but a meeting between your partnership and DUF half way through the project implementation. The meeting can either be held in person or online, and both the Danish- and the partner organisation can participate. This meeting gives you a chance to talk through the project and gather learnings, adjust the budget together with a DUF consultant and for DUF to get an understanding of what is happening in your project. It is recommended that you prepare for the meeting together.

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| **1.Introduction** |

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| **Project Information** | |
| Project title |  |
| Project file number |  |
| DUF member organization(s) |  |
| Partner organization(s) |  |
| Country |  |
| Project Period |  |
| Date of midterm meeting |  |

**Suggested agenda**

1. **Status on the implementation of the project**

How far you are in carrying out the project? What are the most significant changes that have happened? What has worked well?

Have you experienced challenges during the project? How have you dealt with the challenges? What did you learn from the challenges?

1. **Monitoring and learning**

What have you done so far to monitor how the project is moving forward? How do you plan to gather learnings along the way and at the end of the project?

1. **Other issues?**
2. **Budget adjustments**

* Is there a need for **budget adjustments**?

If yes, please state the budget lines in question and justify the adjustments. Please fill in **Annex 1: Revised budget** and bring this to the meeting.The format for a revised budget is available at duf.dk/skemaer

**Please note:** You may move up to 2500 DKK in total between budget posts under Project Support without the approval of DUF. If the amount that is received or moved from one budget post to another budget post exceeds 2500 DKK, you must seek approval of the budget adjustments with DUF.

1. **Timeline for the project’s final narrative- and financial reporting**

Look at the initial timeline of the project. Is it realistic that the project will be finished within that timeframe?

What has happened - if anything – to delay the project so far? What could delay the project further? How likely is it?

Go through the activities listed in your original application. Have you implemented what you set out to do? If not, why? What results (outputs) have you already achieved?

Go through the requirements for reporting to DUF (financial and narrative). Do you understand what everything is? Anything that raises a question?

Specifically for the financial reporting:

* + Have you contacted your auditor?
  + Are all the relevant vouchers ready to be shared?
  + Are you up to date on your bookkeeping?
  + Where do you think your budget is going to differ the most from your spending? Can you explain the variance?