Narrative report: Networking Activity

It is a requirement that you evaluate the activity in collaboration with your partner organisation. Therefore, remember to use your joint evaluation when filling in this report.

The administrative closure of the project, with the disbursement or reimbursement of the remaining project funds, will be made as soon as this report and the final financial report have been handed in to DUF and have been approved by the DUF secretariat.

**Requirements**

The report must be written in English to ensure equal contribution and participation from both organizations.

Please read the instructions and guiding questions under each sub headline carefully. The instructions and guiding questions should be deleted before submitting the final report. The report should not exceed **four pages** **of text** (using Spectral font 10).

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| 1.Basic Information | |
| **Project information** | |
| Project title |  |
| Case number |  |
| DUF member organisation(s) |  |
| Name of Danish project group |  |
| Partner organisation(s) |  |
| Project period |  |
| Total expenses |  |
| Financing from DUF |  |
| Other financial sources |  |

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| 2. Reporting |

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| **The purpose and the activities** |
| Please state the original purpose of the activity and to what extent it has been met and how.  Please describe whether you have carried out the activities as planned. If not, what has been the changes and why?  If you have carried out any qualitative or quantitative data collection in relation to the activity, you can attach these as an annex to this report. |

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| **Information activities** |
| Kindly describe how you have communicated about the activity in your own organization and in the partner organization.  Kindly describe if you have carried out information activities to a target group outside of your own organizations. Who was the target group and how did you reach them?  Kindly list or link to any stories, articles or other material published in relation to the activity. |

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| **In case of conditional approval of the grant** |
| (Only relevant if you were given a conditional approval of your project application when processed by the granting committee)  Please describe on how the conditions set by the granting committee have been met. |

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| 3. Recommendations and learning points |
| As for your own organizations’ use in future projects, please describe shortly the most important learning points for the partnership.  Please, describe shortly how your experience and learning can be used in your future projects? |

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| 4. Signatures | |
| I hereby confirm that our report has been carried out between the cooperating organisations. I furthermore confirm that I have the authority to make decisions and sign agreements on behalf of my organisation. | |
| On behalf of the Danish member organisation | On behalf of the partner organisation |
|  |  |
| Date/Place | Date/Place |
|  |  |
| Name | Name |
|  |  |
| Position in organisation | Position in organisation |
|  |  |
| Signature | Signature |
|  |  |
| Stamp (optional) | Stamp (optional) |

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| 5. Contact information | |
| If you wish to receive news about DUFs international work, please state the persons involved in the project group, with:   * Name * Email address |  |

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| 6. Annexes |
| **List of annexes** |
| **Obligatory annexes**   * Final Financial Report   **Other annexes**   * Articles, stories etc. published by the cooperating partner organizations, or published in the local or national media |

*Format updated by DUF: December 2020*