

GUIDELINES TO COMPLETE PROJECT REPORT FOR CIVIL SOCIETY ORGANISATIONS

This document is intended as help in the preparation and collection of the necessary documentation for the Project Report for civil society organisations. It contains a list of required materials as well as an explanation for each of them. Should you have any questions or need further clarification, EWI Programme staff is available. Good luck!

The Project Report consists of:

- a) Report on implemented activities
- b) Financial report

a) REPORT ON IMPLEMENTED ACTIVITIES

The Report on implemented activities consists of a narrative description of the project activities using the format set by EWI which can be downloaded from the website: www.eiz.hr. This form must be completed in its entirety taking into account that its length should not exceed 6 pages, and sent by e-mail by the deadline specified in the Partnership Agreement. Find following explanations for each question in the form:

1. In chronological order, list all realised project activities (if necessary extend the table).

This table should contain all the basic information about the implemented project activities.

1.1.) Start and end date of activity

If this is a one-day activity, along with the date, the duration of activity in hours should be stated.

1.2.) Short description of activity

Here it is sufficient to indicate a brief heading for each activity e.g. training in nonviolent communication.

1.3.) Location of activity

Specify where the activity took place e.g. Split, local municipal office.

1.4.) Person responsible

Provide the full name and the role of person in charge of the activity e.g. Ana Anić, Project leader.

1.5.) No. of beneficiaries

Indicate the number of direct and, if applicable, indirect beneficiaries for each activity.

2. Describe in detail the above activities

Following the numbering in the table, describe in detail each of the activities. If, for example, describing the practice of nonviolent communication, your description should include: topics that were dealt with, the atmosphere in the workshops, the participation of beneficiary groups, quotes from participants etc. All supporting documents such as workshop schedule, evaluation results etc.

should be sent as attachment to the report, rather than copying them into the form itself. For more information on background material, see the explanation given under Q. 11.

3. If you cooperated with other civil society organisations/institutions/media during the implementation of your project, describe this cooperation.

List and briefly describe all realised cooperation. For example:

1. CSO XY - from this organisation trainers were engaged
2. Municipal authority XY - public space was provided free of charge

4. List any unexpected changes (positive or negative) that may have occurred during the project.

List and briefly describe any changes (positive or negative) in relation to the planned activities and budget, as well as how these changes affect the outcome of the project. Example:

We planned to organise nonviolent communication training for 15 participants but, as interest was greater than expected, we decided to increase the number of participants to 25. With that there was a change in the budget: expenditure was increased for workshop materials by XY EUR, for which funds were reallocated from the budget line for Refreshments because participants themselves wanted to contribute and bring food and drinks. This change increased the project's impact.

OR

We planned to organise nonviolent communication training for 15 participants, but interest was lower than expected. We therefore decided, instead of one training workshop for 15 participants, to organise two workshops: one on the given topic for 10 participants, and the second a continuation of training for those participants who were motivated. However as two separate training engagements increased expenditure in this budget line we needed to reallocate project funds. With prior agreement from EWI, XY EUR was moved from the budget line for Travel because all participants were from the place where the training was held. Similarly XY EUR was moved to the budget line for Venue hire as the group was now smaller, training could take place in the organisation's office. Additional funds were saved from the budget line Refreshments as participants decided to contribute and bring food and drinks. With the remaining XY EUR we purchased a publication on nonviolent communication for each participant which will further help in their future activities. Although we did not have the planned number of participants, we feel that the project had a greater impact than expected. Participants after two training workshops felt empowered and already have plans for their own independent activities. (An example of this change can be found under Financial Report on p.5).

Budget Changes: Any changes in the budget must be accompanied by a brief explanation in the "Comments" column in the Financial Report Form.

5. Describe who and how (directly or indirectly) benefited from the project activities.

Describe your beneficiary group. Where appropriate and relevant, include information on the ethnic/national and or religious affiliation of your beneficiaries.

6. Using the table below provide information on the number, sex and age of direct beneficiaries, and on the number of indirect beneficiaries.

Approximately present your direct beneficiaries according to the categories below. Remember to give the total number.

7. Describe the changes that have been achieved by the project.

Use this space to describe the changes you noted among your beneficiaries or in society during the project period. If you wish, you may sort the changes in categories/levels of change (up to five) that you consider have been most pronounced, or in advance predetermine by the levels of change you would like to see by the project's completion. Change may be on an **individual level** as reflected in you, your beneficiaries or stakeholders e.g. almost all participants in the post-training evaluation wrote that the training helped raise awareness of prejudices they were not aware they had and that they had been empowered to use nonviolent approaches in conflict situations. Maybe you will note change at a **relationship level** e.g. a school teacher who was a participant at the training began to apply this new knowledge in the classroom after which she recorded changes in relationships with students. As a result of your project there may be changes at a **societal level**, the level of traditional/cultural change. Determining the level of change can help to determine the impact of your project. However if you feel this approach makes it difficult to estimate change, write in freestyle taking care not to exceed one page. We suggest that in responding to this question you work as a team keeping in mind the problem descriptions presented in your initial proposal/application form.

8. Write a story/review of the most significant changes that occurred during the project. Describe who has changed and how, and where and when it happened. (Max. 1 page)

Commenting on the implemented project activities and described changes, what do you think is the most significant change that has occurred in the quality of life of your beneficiaries or in society in general? Meet with your colleagues, co-workers or project beneficiaries and together with them select the most important change. Specify who and when the story of change was collected. Tell us what happened and describe: **who** has changed, **what** has changed, **when** the change occurred and **where** the sequence of events to which you refer occurred. Please explain why this story is important to you. It does not necessarily need to be a success story but may be about challenges, difficulties and bad moments if relevant. Include sufficient detail but do not exceed one page.

9. Do you plan to continue with similar activities? Why?

Briefly describe.

10. During the implementation of your project did you receive the necessary support from EWI? Do you have a suggestion on how to improve cooperation?

Your opinion is valuable. Be open and honest.

11. List all materials you are submitting with this report.

In the form of Annexes to your Report, attach materials resulting from the project that will help us better understand the implemented project activities e.g.

1. Photographs
2. Audio and video materials
3. Printed materials
4. Media and other materials resulting from the project

1. Photographs: Quantity does not equal quality. We recommend that you pick up to 10 high-resolution photographs making sure they are focused, clear, are well-lit and have a narrative. To accompany each photograph, indicate the names of those in each picture and to which project

activity it relates. In group photographs, make sure the faces of those in the picture can be seen. Only digital photos are acceptable.

2. Audio and video materials: With regard to the quality of video images the same recommendations apply as for photographs. Please indicate to which project activities recordings are related. Regarding all materials used publicly and which are a result of the project, carefully read the General Conditions of the Partnership Agreement.

3. Printed materials: All printed materials (books, posters, leaflets, brochures, newspaper clippings, evaluation sheet etc.) should be sent in digital form. Materials not in digital form should only be sent following consultation with EWI Programme staff.

4. Media and other materials resulting from the project: If your project was covered by the media, attach related materials and provide the source.

b) FINANCIAL REPORT

The Financial Report contains the Financial Report Form and evidence (documents) of expenditures. Along with the verified and signed Financial Report, copies of all documents showing expenditure over the value of HRK 350/EUR 50 should be attached. It is not necessary to send copies of documents for Administrative costs or costs that are less than the aforementioned amount. We recommend that those documents are sent as scanned documents on a CD or on some other external device e.g. USB stick, after your report has been approved.

It is necessary to list all the documents being sent (proof of expenditure). The list should include: serial number of the document/invoice, description of the expenditure, the budget line to which it relates, who issued the document and the date of the expenditure. This list should be verified by the signature and stamp of the person responsible for bookkeeping and of the person authorised to represent the organisation.

All Financial Reports must be prepared in accordance with financial legislation and standards of the country of origin. See below for a sample Financial Report.

FINANCIAL REPORT - SAMPLE

Project title: _____ Start date: _____
 Name of organisation: _____ End date: _____
 Reference no: _____ Currency: _____

PROJECT BUDGET						ACTUAL EXPENDITURE				Comments
No.	Description of costs	Unit	Amount	Unit amount	total	Unit	Amount	Unit amount	total	
1.	Salary for project leader Ana Anić	month	1	100,00	100,00	month	1	100,00	100,00	
2.	Training in nonviolent communication									
2.1.	Trainer Ivana Ivić (gross - ugovor o djelu)	contract	1	150,00	150,00	contract	2	150,00	300,00	Two workshops held instead of one workshop.
2.2.	Rent for training venue	day	1	50,00	50,00	day	0	0,00	0,00	Workshop held in organisation's office.
2.3.	Training costs (materials, refreshments, participant travel)	participant	15	11,00	165,00	participant	10	3,00	30,00	Reduced no. of participants, no expenditure for refreshments, participant travels.
3.	Bookkeeping service XY	invoice	1	50,00	50,00	invoice	1	50,00	50,00	
4.	Additional approved expenditure for purchase of books on nonviolent communication					piece	10	3,50	35,00	New budget line.
Subtotal					515,00	Subtotal			515,00	
5.	Administration expenses (up to 15% of total budget)	project	1	90,00	90,00	month	1	90,00	90,00	
TOTAL					605,00	TOTAL			605,00	