**Appendix 4: Final report template**

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| **PROJECT FUNDING IN THE FIELD OF PEACE BUILDING -**  **INTERMEDIATE/FINAL REPORT**   * **PROJECT NAME:**          * **IMPLEMENTED BY:** * **TOTAL GRANT AWARDED:** (in euros) * **AMOUNT CONSIDERED:** (in euros) * **SUBMISSION DATE:** (latest version submitted) |

**1. Changes to the original project proposal (if applicable)**

* changes within the organisation
* changes in the bank details
* changes in the duration of the agreement
* changes in the expected results and planned activities + reasons - changes to the logical framework - others...

**2. Execution of the project**

* overview of the activities implemented
* overview of activities not implemented (and why)
* overview of the final results achieved
* comparison with the expected results: better or worse than expected?
* review of the factors that have led to better or worse results
* lessons learned, principal conclusions

**3. Impact**

* sustainability of the results achieved
* guarantees of sustainability
* planned continuity of the project
* impact analysis

**4. Partners**

* final assessment of the cooperation with local and (inter)national partners
* final assessment of the contribution(s) from other donors
* final assessment in terms of synergy and complementarity with other parties

**5. Gender equality strategy (if applicable)**

* results obtained
* lessons learned

**6. Donor visibility**

- implementation of what has been agreed

**7. Financial report**

The following information and supporting documents must be included in the financial report:

* + a table comparing the breakdown of the approved budget, any changes to this budget and the actual expenses;
  + an explanatory note for any change in the budget (in case of shifts of less than or equal to 10% - see point 46);
  + a list of vehicles and durable goods that have not been transferred to the local partner, giving their total and depreciation values;
  + a statement from the local partner listing vehicles and other durable goods which have been transferred to it (with list);
  + a list of supporting documents grouped by budget item, in chronological order within each budget item and giving the number of the document within the budget item, with the date, title and amount;
  + all original supporting documents or certified copies sorted in the same order as the list and with the same number (proofs of payment, invoices, proofs of travel costs, salary payment extracts, receipts, etc.). Any missing document must be duly explained and indicated in the table of supporting documents. In certain circumstances, scanned copies of the supporting documents on electronic support (CD-ROM or USB) are accepted.

All amounts must be given in euros, potentially in combination with another currency and stating the exchange rate applied.

**8. Appendices**

* declaration from the local partner that durable goods have been transferred + list of such goods
* internal evaluation reports