

*ANNOTATIONS: With this form it has to be reported about the calendar year (01.01 –31.12.). The date of submission is the 15<sup>th</sup> February of the next year. First of all, you have to give some general information. Afterwards, have to be given some information about the execution of the activities and the problems which occurred during the execution. In the following tables should be described, in which way the project goals have already been reached. Moreover other general questions are to be answered. Feel free to add more relevant information or enclose (eventually as attachment) other relevant stuff like photos, press reports, transcripts of general meetings, important decisions of your organization etc. The project report should not exceed a total of ten pages (not including attachments). Apart from the project report (PM10) the financial report (PM11) has to be submitted.*

## A. General Information

<b>Project Number</b>		<b>Date of Receipt</b>	
<b>Remarks of Weltnotwerk</b>			
<b>Project Title</b>			
<b>Project started on (date):</b>			
<b>Year of reporting (1.1.-31.12.)</b>			
	<b>Project executing organisation</b>	<b>Project partner</b>	
Name of Organization			
Address			
Land			
	<b>First elected chairperson</b>		
Name			
Address			
E-Mail			
Phone/Mobile			
	<b>Project Manager (Responsible of the project)</b>	<b>Contact person in Germany</b>	
Name			
Address			
E-Mail			
Phone/Mobile			

**. Short Information about the ACTIVITIES**

Please take the content for the grey fields from the Application for Project Funding (PM02, B18) or from the Project Contract (PM05):

No.	Objectives	No.	Planned activities	Executed until now	Challenges and problems	Strategy for the handling of these challenges and for the further project work	Justification for non-executed activities
1		1a					
		1b					
		1c					
2		2a					
		2b					
3		3a					
4		4a					

### **C. Short Information about the OBJECTIVES**

Please take the content of the grey fields from the “Application for Project Funding” (PM02, B 18) or from the “Project Contract” (PM05):

<b>No.</b>	<b>Objective</b>	<b>In which way it has been reached?</b>	<b>Is it still possible to reach the objective during the project period?</b>	<b>If it is not possible anymore: why?</b>
1				
2				
3				
4				

## D. Further questions

<b>1 Achievements</b>		
1.1	How did the situation of the target group change compared to the situation at the beginning of the project?	
1.2	The problems described in PM02, question B7 have they already been solved due to the project?	
1.3	By which means the success (up to now) has especially been promoted?	
1.4	Were there some positive results, which you did not expect?	
1.5	In which way the project did contribute to the reach of the goals of the organisation? (from PM02, question A21)	
<b>2 Budget</b>		
2.1	Has the income and expenditure plan (PM03) been realistic?	
2.2	Please describe important deviations from the financial plan and justify them and describe how you handled them!	
2.3	What are the consequences of it for the future? Does the planning have to be changed?	
<b>3 Consequences</b>		

3.1	What are the consequences of the experiences until now for the following Project work?	
3.2	<i>If the project is going to be continued:</i> How will you ensure the continuation of the Project? <i>If the project work is not going to be continued:</i> How can nevertheless, something which has already been achieved, be kept?	
3.3	What changes in the Project work have to be done?	
<b>4 Project executing organisation</b>		
4.1	What was the personal contribution of the project executing organization?	
4.2	Which influence did the project work have on the performance of the project executing organization? In what way it permitted the organization to develop itself (e.g. in the domain of organization, finance, cooperation, impression on others etc.)?	
4.3	Last year, have there been changes in your organisation (e.g. change of the persons responsible)?	

<b>5 Summary</b>		
5.1	Please try to resume in 3 to 5 sentences the most important results of your work in the last year!	
5.2	To facilitate our comprehension and our public relations we have a request: Please tell us a story of a person/family who participates at one of your activities. How did his/her life change due to the project?	
<b>6 Suggestions and criticism</b>		
6.1	If you have suggestions, criticism and propositions concerning the collaboration with the project partner and Weltnotwerk, feel free to note it here.	
6.2	How was the communication with the project partner and Weltnotwerk?	

## E. Signatures

Function	Name	Place, Date	Signature
Elected chairperson			
Treasurer			
Project Manager			

*Thank you very much for the information and good luck for your further project work!  
Yours Weltnotwerk of the KAB!*