

Net4kids project reporting requirements for progress, final and financial reports

Net4kids supported you in implementing a project. As agreed we are expecting twice a year a narrative report and pictures and once a year a financial report. We request you to use this format to inform us on the results of the project. The information should be delivered digitally (see attachment for technical requirements).

A. Narrative report: twice yearly

The progress report has to be tailor-made for Net4kids, based on the parts of the project that are supported by Net4kids and as described in the project application form. The focus should be on the realization of the activities, the objectives and the results (see your Project Application form).

RESULTS

1. Output

- a. Which activities were planned in the project application?
- b. To what extent have these activities been carried out?
- c. If there is a difference between what was planned and what has been realized, please explain why this difference occurred.

2. Outcome

- a. What was the planned objective of the project?
- b. To what extent is this objective reached?
- c. If the planned objective is not completely reached, explain the reasons for this.
- d. Who is benefiting directly from the project? (number of children, boy-girl ratio, other important features)?
- e. How are they benefiting from the project?
- f. Who is indirectly benefiting from the project?
- g. How are they benefiting from the project?
- h. What are the unforeseen effects, positive or negative, that are the results of this project?

3. Sustainability

- a. Is the project for its continuation depending on external funds?
- b. If so, who are the donors that will continue to finance the project?
- c. Did you also find local/national financial resources?
- d. Which parts of the projects will the donors finance? (food, electricity, construction, salary..)
- e. Is part of the project financed by own contribution?
- f. If yes, how is the own contribution realized?
- g. Describe the future plans concerning this project and the activities that will take place as a result of this project.

LESSONS LEARNED

What did you learn from the implementation process of this project? What will you do differently when implementing another project?

CONCLUDING COMMENTS

Describe your conclusions on the results of the implementation of the project.

B. Pictures: twice yearly

- Pictures should preferably be digital and give a good impression of the project, the children, the activities and the people who work there.
- About 16 pictures are required.
- All pictures should be accompanied by a short description / title.

C. Other reports

- Are there any newsletter or annual report available, please sent them along.

D. Co-operation

- Do you have any suggestions to improve the co-operation with:
 - Net4kids
 - Wilde Ganzen/Wild Geese

E. Financial report: yearly

1. Income for the project

Please provide an overview of the contribution of all donors (including own cash contribution, if applicable). The contribution of Net4kids should be clearly identified. Please mention the amount received in Euro by date of receipt and its conversion in local currency (see table 1).

Table 1 Income for the project

		Date received	Amount in local currency	Amount in Euro
Received from Net4kids	1 st installment			
	2 nd installment			
	Etc.			
Received from other donors	Name of donor			
	Etc			
Own contributions in cash				
Total				

2. Expenditures for the project

Please provide an overview of the planned Net4kids budget organised by budget item as provided in the project application and compare this with the actual expenditures.

Explain the differences in the planned Net4kids budget and the actual expenditures (see table 2).

Table 2 Expenditures for the project. Please add lines if necessary and delete what is not suitable

Planned Net4kids project budget				Actual expenditures	
	Description	total your currency	total in Euro	total your currency	total in Euro
	<i>add lines if needed</i>				
	Total Expenditure				
rate of exchange of your local currency at the time of reporting to EURO: EUR 1,00 =					
date of the rate of exchange:					



3. Income and expenditure for the project

Please provide an overview of the total Net4kids income and the total expenditures. In case total expenditures differ from total income, please provide a proposal how to spend the cash balance amount or how to cover the deficit (see table 3).

Table 3 Income and expenditure

	In local currency	In Euro
Total Income Net4kids		
Total Expenditure Net4kids		
Balance		

4. Audit report

An audit report is compulsory to send in. The audit should be executed by an independent auditor. It should be clear in the audit report how the contribution of Net4kids was spent.