



## Net4kids project reporting requirements

For a good presentation of the project on our website and for an efficient and effective progress reporting to individual donors, we need to receive information on the following subjects. The information must be delivered **digitally**.

### 1) Before start of the project

#### Project information for website

Text in Arial 10 without formatting and 'tabs', for accents use bold. For reference and examples please visit our website and read the project descriptions of other projects.

1. The Reason why  
Main motivation, driving force for project
2. What  
Project description
3. The personal touch  
A story of a person working for the project or a story of a child of the project
4. Objectives  
Qualitative and quantitative
5. How  
Activities
6. Where do we stand now?
  - Results so far (qualitative, financial)
  - Future plans / needs
7. How to help?  
Description of what you can support, f.e. school building, educational materials, child sponsorship
8. About the organization  
Information on project partner
9. Photo material (preferably digital)
10. Map with name and location of project (if available, preferably digital)

## 2) After start of project

### A. Progress reports – 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 concrete results (see your *Project Application form*).

#### 1. **Activities**

Summarise which activities were planned in the project application and which activities have been carried out during this reporting period. Explain differences between the planned and implemented activities.

#### 2. **Results**

2.1 Explain to what extent the concrete results have been realised (quantify).

2.2 Explain to what extent the objectives have been realised

2.3 Describe who is benefiting directly or indirectly from the implemented project:  
number of children

2.4 Explain in what ways these children benefit from the project

#### 3. **Analysis**

3.1 If the planned concrete results have not been achieved or not fully, explain why.

3.2 If any unforeseen effects or side effects can be observed, provide details.

#### 4. **Concluding comments**

4.1 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. Financial report: yearly

- Financial report for the agreed budget organised by budget item. Compare the actual expenditure per item with the budget and explain the differences in planned budget and the actual expenditure (see Table 1).
- Please mention the amount received in Euro by date of receipt and its conversion in local currency (see Table 2).
- In case total expenditures differ from total budget received, please provide a proposal how to spend the cash balance amount or how to cover the deficit (see Table 3).

**Table 1 Expenditures**

Items/Description	Budget (planned)	Actual expenditure
No. 1		
No. 2		
No. 3		
No. 4, etc.		
Total		

**Table 2 Income for the project**

	Date received	Amount in local currency	Amount in Euro
Received from Net4kids First installment			
Second installment, etc			
Received from other donors			
Own contributions			
Total			

**Table 3 Income and expenditure**

	In local currency	In Euro
Total Income		
Total Expenditure		
Balance		

**Newsletter** (if available)

**Annual report** (if available): annually



**Reports to be received by Net4kids:**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Project name:</b>												
Progress reports: twice yearly												
Financial reports: yearly												
Newsletter												
Annual report												