

# Directives Final Reports on EZA- projects

Version: 2008

When a project has been finished or when 12 months have passed after financing, EZA expects a final report on the execution of the project.

Organisations which already have a protocol for the final reporting are allowed to use their own format. The following directives are meant for organisations which do not have such a protocol.

Whatever final report model you will use, at any rate we do not only wish to receive the final report, but also have insight into the progress of the projects through internal progress-reports, reports of journeys, annual reports on the finances etc. Please enclose these reports with your final report.

**Please read the letter in which the project was adjudged for supplementary demands to the reports. In the judgement letter the final date for handing in the final report is mentioned as well.**

## **1. Background of the project and problem analysis**

1. Describe the situation (social-economic, political, cultural) in which the project was executed. Mention and analyse the problems that led to starting the project.
2. Describe the target group. (Make a distinction between men, women, adults and children). Describe social-economic status, ethnical group, number of people that profited directly and indirectly from the project etc.

## **2. Aims of the project**

### **2.1 Aim of the project**

Repeat the aim of the project from the project-proposal / characterisation

## **2.2 Results**

1. Repeat the results which were planned in the project-proposal.
2. Describe point by point the results which were made (as concrete and measurable as possible).
3. Describe point by point the results which were not made. Explain why these have not been achieved.
4. Mention which indicators were used to measure the success of the project.

## **2.3 Undertaken activities**

1. Which activities were executed, in which order, on which dates etc.?
2. Describe shortly how the activities have led to the desired results (see point 1.3).

## **3. Durability of the project**

1. Describe how the project will continue after the financing has been ended. Who has which responsibilities? Think about the following roles: the local partner, the applying organisation in the Netherlands.
2. How can the target group continue profiting from the project?
3. How will the running expenses of the project be covered?

## **4. Budget and financing**

1. Specify in an attachment (preferably in Excel) the expenses made. Make a distinction in this survey between the expenses of the different components of the project, investment- expenses and execution-expenses (on year-basis).
2. Mention other gifts and sources of income to the project
3. Do not include receipts, but see to it that all expenses are covered by receipts and keep these in your own administration. We want to be able to have insight into the receipts until five years after the project has finished.

## **5. Monitoring and evaluation**

1. Describe shortly how the execution of the project has been checked during the project. Which forms of inspection are still there after the financing has been ended?
2. Which learning-moments have there been? On project-level and organisation-level?
3. What has gone better than expected?
4. What has gone worse than expected?

### **Attachments:**

Enclose the following attachments:

- Excel file with expenses / entries
- Photos or film-material of obtained results
- Journey-reports
- Annual reports
- Annual financial reports
- Co-operation agreements