

Guideline for project reports

The following guideline is intended to help you when writing your narrative- and financial reports.

Narrative reports:

- **Results/achievements:** Please make sure to relate to the objectives stated in your application. Describe the strategies used and activities carried out to reach the objectives. Did your strategy turn out to be relevant or do you see a need to revise it in order to reach the objectives? Describe the activities implemented so far. Is the project on track? If not, please describe the reasons why. If the original application included a baseline and qualitative and/or quantitative indicators, please make sure to refer to them.
- **Lessons learned:** What challenges have you encountered during the implementation of the project and how did you overcome them? What lessons did you learn that would be valuable for others to hear about? Have you discovered other problem areas not covered by the project that need to be addressed?
- **Sustainability:** How have you been working to ensure long-term sustainability of the project (both in terms of funding and long-lasting changes for the target group) after Childhood funding ends? Strategies can include increasing awareness about the problem, empowerment of target group, strengthened cooperation with other stakeholders, especially local, regional and national authorities, implementing research and evaluations proving the effectiveness of the program etc.

Final narrative reports should also include the following analysis:

- **Main results:** What are the main achievements of the project in relation to the objectives in your original proposal (if objectives have been revised please state so). Compared to the situation before the project started, what is the situation for the target group? If the original application included baseline information and qualitative and/or quantitative indicators, please make sure to refer to them.
- **Organizational growth:** Compared to the situation when the Childhood grant was first approved, how has the organization developed (in terms of number and qualification of staff, governance and management structure, strategic focus, experiences, cooperation with other stakeholders etc)?
- **Sustainability/dissemination of experiences:** What are the lasting effects for the target group? Will the project continue in any form when Childhood funding ends? How? Is there

any government funding secured for continued project activities? Has the project been integrated into any government services or programs? Is there other type of funding secured? Has the experiences and knowledge developed in the project been disseminated to other stakeholders? Has the project contributed to increased awareness, empowerment, knowledge or methods-development in relation to the target group?

Financial and narrative reports:

- **Costs:** explain any deviances occurred in the budget. Please note that any deviance of more than 10% must be approved in advance by Childhood.
- **Audit reports:** A financial audit report must be submitted not later than six months after the end date of the project. The audit reports shall be carried out and signed by and authorized auditor. If a general Annual Audit of the organizations Financial Statements is carried out, Childhood does not require a specific project audit.