**IKI Small Grants**

**Progress Report**

|  |  |
| --- | --- |
| Project data | |
| *Please insert your project data (see grant agreement).* | |
| *Contract number* |  |
| *Project number* |  |
| *Project title* |  |
| *Full legal name of the organisation* |  |
| *Country/countries of implementation* |  |
| *Project duration* | dd.mm.yyyy – dd.mm.yyyy |
| *Reporting period* | dd.mm.yyyy – dd.mm.yyyy |
| *Date of report submission* | dd.mm.yyyy |

|  |
| --- |
| **1. Overall development** (up to 1 page) |
| *Please provide a brief summary of the* ***overall project implementation*** *so far and state whether the project is on track to reaching its* ***outcome****.* |
|  |
| *Please highlight your* ***key achievements*** *to date – focus on* ***outputs*** *and* ***activities****!* |
|  |
| *Only if applicable: Please describe any* ***new developments*** *(positive or negative) in the context of the project or any* ***new risks*** *that have emerged. Also take into account the risk assessment from your project proposal – have there been any changes? If new developments require a change in the project concept respectively the grant agreement, provide further information in section 5.* |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2. Implementation progress** | | | | | |
| *Please insert the description of the outcome and indicator(s) from the project proposal.* | | *Please indicate the implementation status.* | *Please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Outcome:** insert description | | Please select |  | | |
| **Indicator I:** insert description | | | | | |
| **Unit:** insert description | **Baseline value:** insert description | | | **Target value:** insert description | **Value achieved so far:** please comment |
| *For further indicators, please copy and insert the above two rows here.* | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please insert the description of the output and indicator(s) from the project proposal.* | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Output I:** insert description | | Please select |  | | |
| **Indicator I:** insert description | | | | | |
| **Unit:** insert description | **Baseline value:** insert description | | | **Target value:** insert description | **Value achieved so far:** please comment |
| *For further indicators, please copy and insert the above two rows here.* | | | | | |
| *Please insert the description of the activities from the Gantt Chart.* | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Activity I.1** (mm.yy – mm.yy): insert description | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | |
| *Please insert the description of the milestones from the Gantt Chart.* | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Milestone I.1** (mm.yy): insert description | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | |

*For further outputs, please copy and insert the above table here.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Capacity development** | | | | | |
| *Please insert the description of the output and indicator(s) from the project proposal.* | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Output I:** insert description | | Please select |  | | |
| **Indicator I:** insert description | | | | | |
| **Unit:** insert description | **Baseline value:** insert description | | | **Target value:** insert description | **Value achieved so far:** please comment |
| *For further indicators, please copy and insert the above two rows here.* | | | | | |
| *Please insert the description of the activities from the project proposal.* | | *Please indicate the implementation status.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Activity I.1** (mm.yy – mm.yy): insert description | | Please select |  | | |
| *For further activities, please copy and insert the above row here.* | | | | | |

*For further outputs, please copy and insert the above table here.*

|  |  |
| --- | --- |
| **4. Safeguards** (up to 200 words) | |
| *Is there a change in your evaluation of the safeguards dimension?* | Yes No |
| *If yes, please name the safeguards dimension and describe the changes, elaborate on how you plan to monitor, avoid and mitigate the negative impacts, following the logic of the project proposal.* | |
|  | |

|  |
| --- |
| **5. Deviation from the project concept or the grant agreement (only if applicable)** |
| *Please describe significant deviations from the project plan (both project concept and time planning) that could lead to the project not being implemented as planned (and that might lead to a contract amendment).*  *Significant deviations are, for example, activities that cannot be implemented, outputs that cannot be achieved or major delays. This information will be the basis for a follow-up discussion with the IKI Small Grants team.*  *Be precise when describing the deviation, provide reasons for it and lay out the potential consequences for achieving the projects objective (cf. paragraph 4.4 of the grant agreement).* |
|  |

|  |
| --- |
| **6. Miscellaneous (optional)** (up to 1 page) |
| *Please describe* ***challenges*** *that you have encountered and how you solved them,* ***lessons learnt*** *from project implementation (both technical and administrative) or other* ***highlights*** *that you want to share with us and potentially the public via the IKI Small Grants webpage.* |
|  |

|  |
| --- |
| **Annex (optional)** |
| *Please list your annexes that you will attach your report, if applicable. You can provide illustrating materials (e.g. photos, brochures).* |
| Annex 1: xxx  Annex 2: xxx  … |