For all projects supported by the United Evangelical Mission (UEM), reports must be submitted within ninety days of the end of a project period.

Your project report to the UEM must contain the following information in order to verify the use of the approved funds:

* Narrative report (this form)
	+ Please add field reports, testimonies (at least 2-3), articles, etc. as **attachments**.
	+ Pictures should always be sent separately (using wetransfer.com, dropbox.com, or similar), and **are not to be included** in MS Word (.docx, .doc) or .pdf documents. They should have a high image resolution (minimum 1 MB) and include a brief description of what is shown. The UEM fundraising team may approach you with specific requests.
* Financial report and/or financial audit
	+ A detailed expenditure and income plan is requested.
	+ The UEM also asks for receipts accounting for the use of at least 10% of the total project budget.

Please consider all points listed. If you are not in a position to provide information on all the points, please state this and tell us why.

**1. General information**

|  |
| --- |
|  |
| Name of the applying church/institution |  |
| Department/unit/institution under which the project was implemented |  |
| Contact person/author of the report |  |
| Contact person’s/author’s position |  |
| Email address |  |
| Mobile or landline phone number(s)  |  |
| Skype or similar communication contact |  |
|  |
| Project title |  |
| UEM Project Number |  |
| Interim or final report? |  |
| Sustainable Development Goal(s) (SDGs) *if* addressed (please list) |  |
| Project duration |  |
| Period of funding requested from the UEM |  |
| Total expenditures of the project (local currency) |  |
| Amount approved and received by the UEM (local currency) |  |

**2. Change(s) within the project**

Did any important changes occur during the reporting period?

A) Were these changes related to management structures?

Yes No

If “Yes”, please describe:

B) Were these changes related to your planning system?

Yes No

If “Yes”, please describe:

C) Were these changes related to the staff?

Yes No

If “Yes”, please describe:

|  |  |
| --- | --- |
| Person responsible for planning |  |
| … |  |
| … |  |

D) Were these changes related to other issues?

Yes No

If “Yes”, please describe:

E)Is the underlying problem analysis of the project still valid considering possible changes in the context (political, economic, sociocultural, and/or environmental situation)?

Yes No

If “No”, please describe:

F) Do these changes have implications for the work, the project objectives, and/or the achievements?

Yes No

If “Yes”, please describe:

G) Do you plan to continue the project?

Yes No

If “Yes”, please describe how:

If “No”, please describe why:

**3. Target groups**

Please provide information on the direct target groups (and indirect target groups, if applicable) and elaborate on:

* Number of persons reached, according to sex and age.
* Extent of participation by the target group in the implementation, monitoring, and evaluation of the project.

**4. Outcome and impact**

Please list the project objective(s) accomplished within the project period **(outcome level)**.

Please state up to three indicators used to determine whether objectives were accomplished.

1. …
2. …
3. …

Activities: What activities were planned, and which of these were implemented?

Please note the following:

* Please describe in detail the measures and activities that helped to achieve the project objective(s).
* For projects with a duration of 2 years or more, and/or for projects with a budget of more than 20,000 euros: Please describe milestones/steps/phases. (You may refer to interim reports submitted previously.)
* The activities should be in alignment with the budget structure.
* Provide details of implementation (including timeline).
* For conferences, training workshops, and other gatherings, include such details as number and type of participants, process/method or programme of the gathering, and venue.

Did you succeed in sustaining the outcome stated above? If yes, how? If no, why?

What incidents did you observe that contributed to the project objectives? What incidents interfered with the project objectives?

What instruments and methods did you apply to assess the outcome of the project?

**4.1 Lessons learnt**

In this section please draw out the lessons that have been learnt and how and why you learned them.

Have there been any good practices developed and/or identified as a result of the project? Can these good practices be replicated?

Please show how the project contributed to achieving the strategic objectives of the church/institution.

Did you cooperate with other churches or church organizations or other organizations in the implementation of the project? If so, please describe the scope of the cooperation.

**5. Budget: Expenditure and income plan**

The expenditure plan should refer to the following main expenditure items:

* Administration
* Construction (if applicable)
* Evaluations
* External project audit
* Personnel
* Procurement (if applicable)
* Project activities.

The income plan should reflect the amounts of different income sources:

* Domestic funds raised by project partner.
* Foreign funds raised by project partner.
* Funds requested from organizations like Bread for the World and others.
* Project partner’s own contribution.

|  |  |
| --- | --- |
| **Detailed expense items**  | **Expenditure in local currency** |
| a)  |  |
| b)  |  |
| …  |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Income distribution** |  **Income in local currency** |
| a) Own contribution |  |
| b) UEM |  |
| c) … |  |
| **Total** |  |

Are there any areas and/or activities where you could have saved money or redirected funds for better impact?

**6. Remarks and comments**

1. …
2. …

**7. List of attachments**

1. …
2. …

**8. Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Church leader** | **Project officer** | **Treasurer** |
| **Name** |  |  |  |
| **Signature** |  |  |  |

Place:

Date:

Seal: