

NAECHSTENLIEBE WELTWEIT

REPORT STRUCTURE

- Every Report has to be send with 3-10 high-res pictures and a success-story
- All pictures must have the NLW project number, the date, name of the project. Please do not put dates on the photo.
- Please send a short interim report outlining progress about three months after commencement of project and then every six months. It is important to make known the challenges as well as the successes.
- The headings of the budget must match the report. The receipts and expenditures must be sorted and classified according to the budget headings.
- The final narrative report (and financial report when it applies) should be sent latest two month after completing the project.
- If you have received a grant of 50.000 EUR or more or if your project is a building project, an auditor's report must accompany the final narrative report.

Project Number	
Project title	
Time period	
Project coordinator	
Amount received with date (local currency and in EURO!)	
Amount of funding spent, if applicable, explanation of what will be done with remaining amount	

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<p>Reference to receipts/cash sales invoices</p>	
<p>Reference to project pictures (please send them separately or via wetransfer.com – thanks!)</p>	
<p>Project progress: Please relate to the project details within your project proposal e.g. beneficiaries, objectives etc. Lessons learned: What can be done better in future?</p>	