

NARRATIVE REPORT

- ☐ Interim report
- ☐ Final report (includes list of expenses and copies of receipts)

REPORT STRUCTURE

- Every Report has to be sent with **3-10 high-res pictures separate** 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.
- Send a **interim report six months after commencement**. It is important to make known the challenges as well as the successes.
- Send the **final report 12 months after funding**.
- **With the final narrative report we need the List of Expenses** (you find the form here: <https://www.naechstenliebe-weltweit.org/callforproposals>)
- The headings of **the budget must match the List of Expenses**. The receipts and expenditures must be sorted and classified according to the budget headings.
- 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!)	

NAECHSTENLIEBE WELTWEIT

Amount of funding spent, if applicable, explanation of what will be done with remaining amount	
Reference to receipts/cash sales invoices	
Reference to project pictures (please send them separately or via wetransfer.com – thanks!)	
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?	