2021-09-30 ****

***Read this first!***

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| *The questions in this template help you to focus on the information most relevant to Childhood.*  *If anything is unclear or if it is difficult to provide the information we ask for, feel free to contact us.*  *Development projects do not always progress according to plan and sometimes progress is challenging to monitor. Therefore, we ask you to report on your challenges as well as successes.*  *The template is to be used for semi-annual and annual reports. Information which is only required for the annual report is clearly stated.* |

Template for project reports

*(Maximum 10 pages for semi-annual reports and 15 pages for annual reports)*

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| **Name of organization** |
| **Name of project** |
| **Time period of reporting** |
| **Total budget for the reporting period and percentage of budget utilized** |
| **Summary of main achievements (maximum 250 words)**  *What are the main changes you can see as a result of Childhood support? Key achievements may refer both to changes in relationships, behavior or safety of the children and families the project is supporting as well as changes in policies or legislation. Key achievements may also refer to secured funding or new partnerships for scaling up or replication of the project etc. This section may refer to both planned and unintended results.* |
| **Main activities and results**  *Cut and paste goals and objectives from approved project plan.*  *List main activities carried out and results under each relevant objective. Is the project on track? If not, please describe the reasons why. Did the strategies you defined in your application turn out to be relevant or do you see a need to revise them in order to reach the objectives?* |
| **Report on key indicators required by Childhood -** those defined in dialogue with your program manager **(only fill in during annual reporting)** |
| **How has the project contributed to the change you wanted to see? (only fill in during annual reporting)**  What are some of the biggest changes you’ve seen during this year of the project? How do you monitor how the well-being of the child/family has improved as a result of the project? If you have specific tools and/or reports, please add them as appendices. |
| **How has the project contributed to improved well-being of beneficiaries? \*** How do you monitor how the well-being of the child/family has improved as a result of the project? If you have specific tools and/or reports, please add them as appendices. |

**General quantitative information of beneficiaries supported (only fill in during annual reporting):**

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| --- | --- | --- |
|  | 12-months period | In total, since first year of Childhood funding for this particular project |
| Total number of children supported directly by project staff  *Indicate if numbers are for Childhood funded activities only or for the project as a whole* |  |  |
| Total number of families supported by project staff |  |  |
| Total number of children reached by information and awareness raising activities and campaigns addressing children’s rights and/or child sexual abuse |  |  |
| Total number of adults reached by information and awareness raising activities and campaigns addressing children’s rights and/or child sexual abuse |  |  |
| Total number of professionals and volunteers trained by project staff |  |  |

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| **Lessons learned**  What challenges have you encountered during the reporting period and how did you overcome them? What lessons did you learn that would be valuable for others to hear about? |
| **Child safeguarding**  Have you taken any special action during the reporting period to ensure that children that come into contact with your organization are kept safe from harm, as well as new ways of responding to violations? How do you make sure that children are aware of child safeguarding routines? Add changes, challenges and developments not described in your application or in previous reports. |
| **Child participation**  Have children influenced decisions directly involving them? Have children influenced the planning and participation and evaluation of the project activities? Add changes, challenges and developments not described in your application or in previous reports. |
| **Case studies**  Please include one or two case studies that illustrates your work – both success stories and individual cases illustrating the complexity of the problem are welcome. Please make sure the stories are anonymous and possible to use in external communication without risk for your beneficiary. Please also attach one or two pictures from your project. |
| **Links or appendices about media coverage or studies/reports resulting from the project** |
| **Any other feedback to Childhood?** |
| **Organizational development and relevant staff changes**  Key organizational development and changes, achievements and challenges (if any). Have you for example identified specific areas where you need technical assistance, and have you been able to meet those needs? |
| **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? [[1]](#footnote-2) |
| **Financial update on variations**  Explain any deviances from the original budget. Please note that any deviance of more than 10% must be approved in advance by Childhood |

1. 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. [↑](#footnote-ref-2)