**PROJECT REPORT
Kindermissionswerk**

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| [ ]  **Annual report**  | [ ]  **Interim report**  | [ ]  **Final report**  |

**Introductory notes**

The project report for Kindermissionswerk (KMW) is a document generated from the M&E process that serves to illustrate the course of the project and the project results, to reflect critically on them and to draw conclusions for further project implementation. In this sense, the report primarily intends to be useful for the project partners as implementing body. For Kindermissionswerk, the report serves as communication tool in its contact to the project partner concerning the project and the impact achieved for the benefit of children and young people, as well as to ensure accountability to donors and other funders.

The monitoring of projects funded by KMW is some kind of permanent observation of various components of a programme based on defined indicators at the level of:

1. Inputs, i.e. the resources used (people, financial resources, technology)
2. Activities, i.e. the measures carried out as part of the project with the associated activities, *e.g. further training*
3. Outputs, i.e. the services or products achieved, *e.g. participants in further training know more*
4. Outcome, i.e. the direct, intended effects of the project for the beneficiary children, *e.g. the quality of teaching of the trained teachers is better*

Impact-oriented monitoring means recognising planned and unplanned, desired and undesired changes in the target groups during the project and using the indicators formulated in the planning phase for this purpose.

The data collected in this M&E process forms the basis for the problem-adequate and flexible management of the project, i.e. the decisions made once the data/information is available.

These reporting guidelines serve as a guide to ensure that all the necessary information is available to review the progress of the project.

Kindermissionswerk expects an overview of the activities carried out every six months (**interim report**) and a detailed **impact-oriented annual report** every 12 months. At the end of the project term, a **final report** covering the entire project term is expected.

Please note that a project report is a prerequisite for the payment of the next KMW funding instalment for the project. Project reports submitted on time prevent a delay in the payment of the next instalment.

The document contains three sections with a total of 11 chapters:

**Section I:**

1. General information
2. List of activities carried out; significant changes
3. Financial report

**Section II:** additionally for the annual report (every 12-months) / final report:

1. Relevant changes in the project context
2. Participation and contributions
3. Child protection in the organisation and in the project
4. Implementation and impact of the project
5. Conclusions (relevant only for the annual report)

**Section III:** additionally for the final report (at the end of the project)

1. Monitoring & Evaluation (M&E)
2. Structural, financial, ecological and social perspectives/sustainability
3. Summarised assessment

**Appendices:** at any time as soon as relevant

If you have any queries or comments, please do not hesitate to contact the country managers.

**In order to fill it out, please download the document. This tool is fully functional with Microsoft 365 (Microsoft, Mac, Web) and LibreOffice.**

**Section I**

1. **General information**

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| **1.1 Project and reporting data**  |
| **Project title** | Click or tap here to enter text |
| **Project start***DD.MM.YY* | Click or tap here to enter text | **Project number** | Click or tap here to enter text |
| **Reporting period***DD.MM.YY – DD.MM.YY* | Click or tap here to enter text | **Reporting date** | Click or tap here to enter text |
| **Autor of the report***Name and function in the project* | Click or tap here to enter text |
| **Involvement of the target group***How and what feedback from the direct and indirect target group was incorporated into the report? This field only needs to be completed for annual and final reports.* | Click or tap here to enter text |
| **Data sources***What information was used as basis for the information included in the report? (documents, persons, etc.) This field only needs to be completed for annual and final reports.* | Click or tap here to enter text |
| **1.2 Legal holder***The legal holder must be a legal entity (e.g. dioceses, religious orders, non-governmental organisation) organised under the law of the respective country.* |
| **Name legal holder***Name of the organisation responsible to KMW according to the certificate of incorporation or extract from the register.* | Click or tap here to enter text | **Short form of the organisation name (if applicable)***Common name* | Click or tap here to enter text |
| **E-Mail** | Click or tap here to enter text |
| **Address***Physical address of the organization* | Click or tap here to enter text |
| **Postal address***Address for postal address, P.O. Box if applicable* | Click or tap here to enter text |
| **Telephone***Please specify the country and area code.* | Click or tap here to enter text | **Mobile***Please specify the country and area code.* | Click or tap here to enter text |
| **Website** | Click or tap here to enter text |
| **Legal form***Full name of the legal form - In case of a change to the statute, please enclose a copy of the new statute, not necessary for dioceses.* | Click or tap here to enter text | **Founding year** | Click or tap here to enter text |
| **Register number (if applicable)***See extract from the register* | Click or tap here to enter text | **Seat of the legal holder***For ecclesiastical organisations: seat of the diocese* | Click or tap here to enter text |
| **Certification number according to registration certificate, if applicable** *Only necessary in countries such as Nepal, Pakistan and India* | Click or tap here to enter text | **Validity date of the certification in the country, if applicable***See registration certificate for foreign payment transactions; please use the number format DD.MM.YYYY* | Click or tap here to enter text |
| **1.3 Accounts***The accounts to which the project funds were booked (incl. own contribution and third-party contribution) must be entered here.*  |
| **Name of the bank** | Click or tap here to enter text | **Account holder** | Click or tap here to enter text |
| **Account number / IBAN** | Click or tap here to enter text | **SWIFT** | Click or tap here to enter text |
| **Postal address***Postal address, P.O. Box of the bank if applicable* | Click or tap here to enter text |
| **Telephone***Please specify the country and area code.* | Click or tap here to enter text | **Mobile** | Click or tap here to enter text |
| **Other accounts (if applicable)** | Click or tap here to enter text |
| **1.4 Legal representative***Authorised signatory of the legal holder - i.e. the person who legally represents the legal holder of the project externally. In the case of a diocese, this is the bishop; in the case of a religious order or congregation, the provincial superior; and in the case of an NGO, the person who is registered as the president/chairman of the NGO before the state authorities in the current official period.**Please enclose official proof (e.g. notarised power of attorney or current extract from the register).* |
| **Name** | Click or tap here to enter text | **Position and function in the organisation** | Click or tap here to enter text |
| **E-Mail** | Click or tap here to enter text |
| **Address** | Click or tap here to enter text |
| **Postal address***Postal address, P.O. Box if applicable* | Click or tap here to enter text |
| **Telephone***Please specify the country and area code.* | Click or tap here to enter text | **Mobile***Please specify the country and area code.* | Click or tap here to enter text |
| **1.5 Project coordinator***The person who plays a leading/coordinating role in the implementation of the project. Please report any changes since the date of application.*  |
| **Name** | Click or tap here to enter text | **Position and function in the organisation** | Click or tap here to enter text |
| **E-Mail** | Click or tap here to enter text |
| **Address** | Click or tap here to enter text |
| **Postal address***Postal address, P.O. Box if applicable* | Click or tap here to enter text |
| **Telephone***Please specify the country and area code.* | Click or tap here to enter text | **Mobile***Please specify the country and area code.* | Click or tap here to enter text |

1. **List of activities carried out; significant changes**

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| **Activities***Please send us a list of the activities carried out with each settlement. Sort the list according to the cost plan and note the date of the activity carried out.* |
| **Significant changes***If there have been any significant changes during the reporting period which effect the project, please inform us here at the latest. Have you already tabled an amendment to KMW? When was this done and what is the status?*Click or tap here to enter text |

1. **Financial report**

Please consider the financial guidelines (<https://www.kindermissionswerk.org/en/partners/service>).

**Section II** additionally for the annual report (every 12 months)/final report

**The annual report/final report should contain all the information requested in Section I as well asthe aspects listed below.**

1. **Relevant changes in the project context**

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| **4.1 Changes with regard to the legal holder** *If there have been important changes in your organisation in the past year, these should be briefly described here.* |
| **4.1.1** **Principles of the organisation and overall orientation***For example, if there have been changes to the statutes, please explain them here and attach the new document.* *Have there been any changes in the organisation that affect the geographical region, the focus of the work and the target group?*Click or tap here to enter text |
| **4.1.2** **Project personnel** *Have there be any changes in terms of employees, distribution of functions or organisation chart? Please attach a list of the changes:* * *Formal qualification*
* *Employment relationship (full time/voluntary, honorary employee)*
* *Extent of employment: Full or part time*
* *Tasks and areas of responsibility*
* *Staff turnover*
* *Organisation chart*

Click or tap here to enter text |
| **4.1.3** **Other changes relating to the organisation***Free text field for changes concerning the organisation that were not shown under the above heading, but are relevant (positive/negative)*Click or tap here to enter text |
| **4.2 Changes in the project environment**  |
| **4.2.1 Political changes or legal framework conditions affecting the project***New laws, new framework conditions for church and civil society involvement or for the content area in which the project is active.**Are these effects positive or negative for the project and why?*Click or tap here to enter text |
| **4.2.2 Economic or social framework conditions***e.g. high inflation, social changes, etc.*Click or tap here to enter text |
| **4.2.3 Further changes in the project environment***Free text field for changes in the project environment that were not mapped using the above categories but are relevant (positive/negative) (e.g. natural disasters, epidemic ...)*Click or tap here to enter text |
| **4.3 Relevant changes with regard to the stakeholders** |
| **4.3.1 Changes in the composition/number of the target group(s)***Did the number of target group(s) or people belonging to them change? How or by whom were these changes brought about and why?*Click or tap here to enter text |
| **4.3.2 Changes in the living conditions of the target group(s)***If there were changes, what nature were they? Who is affected by these changes and how? What influence (positive/negative) does this have on the project? Please give reasons for your statements.*Click or tap here to enter text |
| **4.3.3 Changes with regard to other external players***What changes have there been concerning actors in the local context and in the relationships with them that are significant for the project? Are these changes positive or negative for the project?*Click or tap here to enter text |
| **4.3.4 Changes with regard to donors or partnerships***If there are any changes affecting the financing of the project, a change request may have to be submitted to KMW.**Were partnerships established (e.g. with partnership associations/communities, contact persons, etc.) and if so, in what way? What effect does this have on the project?*Click or tap here to enter text |
| **4.4 Consequences for the project resulting from the changes mentioned under 4.1-4.3** |
| **4.4.1 Influence on the implementation of the project***How do these changes affect project implementation and how do you respond to them?*Click or tap here to enter text |
| **4.4.2 Influence on the impact of the project***Can it reasonably be expected that the intended project objective(s) (outcomes) can still be achieved despite the above-mentioned changes? Please give reasons for your assessment.**If you expect that project objectives can no longer be achieved, please outline your proposal for the next steps.*Click or tap here to enter text |

1. **Participation and contributions**

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| **5.1 Target groups**  |
| **5.1.1 Involvement of the target groups***Please describe the co-operation with the target group and their involvement in the various phases of the project.*Click or tap here to enter text |
| **5.2 Other relevant organisations and actors** |
| **5.2.1 Contributions of the named stakeholders to the project***Refer to the groups mentioned under 4.2.3 in the application and describe their significance for the project in the course of the project. Did they correspond to your planning?* *What contributions have each of these groups made to the project (financial, material, expertise, ....)*Click or tap here to enter text |

1. **Child protection in the organisation and in the project**

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| **6.1 Ensuring child protection***Risks and measures* |
| **6.1.1 Measures implemented relating to child protection/protection of vulnerable groups***What specific measures were implemented during the reporting period?* *What steps have been taken to ensure that children (including children with disabilities) were aware of the child protection policy, reporting channels and protective measures?*Click or tap here to enter text |
| **6.1.2 Personnel: Employee training, changes in personnel** *Were employees trained in child protection during the reporting period? If so, how many employees were trained and what was the content of the training?**How was it ensured that the employees in the project are empowered to ensure the rights and protection of particularly vulnerable groups? (e.g. training on the topic "How do I recognise that a child with a disability is not well?")* *Have there been any personnel changes related to child protection (responsible persons, contact persons, ...)?* Click or tap here to enter text |
| **6.1.3 Changes/newly identified risks within the project***Have any risks that have not yet been taken into account or new risks that have arisen within the project been identified? (See point 3.1 Child protection in the project, 3rd indent; and point 3.2 Protection of other vulnerable groups, 2nd indent - have there been any changes to these risks, and if so, what changes? Have any risks been identified/added/removed?)* *Are there structures in the project (e.g. project activities) where the topic of child protection/safeguarding needs to be kept particularly in mind, e.g. for courses lasting several days with overnight stays, when external persons are involved in activities?* *To what extent did the project succeed in protecting children with disabilities and other vulnerable groups who are particularly at risk of experiencing violence, abuse and neglect?* *Where was the implementation of child protection difficult within the project?*Click or tap here to enter text |
| **6.1.4 Changes to child protection measures within the project***Did child protection measures need to be changed in order to better address the (changed) risks? If so, what changes were made and why?* Click or tap here to enter text |
| **6.1.5 Informing affected groups about changes in child protection measures***Was the target group of the project informed about the changes to the child protection measures? Which groups of stakeholders were also informed (e.g. minors, parents, employees, village community, other stakeholders...) and how was this done?* Click or tap here to enter text |
| **6.1.6 Information material***Has new or updated information material been used; if so, in what context and for which target group? Please send us a copy (electronically) if you have not already done so.*Click or tap here to enter text |
| **6.1.7 Revision of the child protection/safeguarding policy***Has a revision of the Child Protection/Safeguarding Policy taken place in the last 6 months and who initiated this revision? If so, what has been changed and why? Who was involved in the revision? How did this happen?* *Please send us the revised Child Protection Policy or Safeguarding Policy valid for the project and confirm in writing that the employees (including volunteers and honorary staff) have signed the (new) Code of Conduct of the policy.*Click or tap here to enter text |
| **6.2 Case management**  |
| **6.2.1 Child protection case management as part of the project***What has proved successful in case management? What are the challenges? And what is being or has been changed as a result?**Have particular risks been identified for minors and vulnerable groups that need to be minimised by developing and implementing suitable prevention measures?* *Please do not describe any cases in detail here.*Click or tap here to enter text |
| **6.3 Impact of the project in terms of child protection (positive/negative)** |
| **6.3.1 Impact of the project in relation to child protection***What impact did the project have (positive/negative) on the protection of children and vulnerable groups?* *Were there any effects (positive/negative) that became apparent as a result of implemented child protection measures?* *Please describe these effects, their cause and whether the effects were positive/negative, planned or unplanned.*Click or tap here to enter text |
| **6.4 Conclusions***Which child protection measures proved successful in the project context, what was difficult, what conclusions can be drawn from the findings for the future?* |
| **6.4.1 Conclusions and Lessons Learned***Which child protection measures proved successful in the project context, what was difficult, what conclusions can be drawn from the findings for the future?*Click or tap here to enter text |

1. **Implementation and impact of the project**

**7.1 Effects of the project**

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| **7.1.1 Outcomes***Achieved short and medium-term direct effects of the project* | *Which of the planned outcomes has the project achieved so far and to what extent?**Please present the (quantitative and qualitative) baseline values, any previous interim values and the current values for each of the agreed project objective/outcome indicators.* |
|  | **SMART Indicators – according to project application/contract** | **Initial value at the start of the project (MM/YY)****(Baseline/Base Value)** | **Interim status of previous reports****(MM/YY)**  | **Implementation status at the time of reporting (MM/YY)** |
| Project objective/ Outcome1 |  |  | Report 1 (reporting date *MM/YY* ): Report 2 (reporting date *MM/YY*): |  |
|  |  |  |  |  |
|  | …. |  |  |  |
| Project objective/ Outcome 2 | a) |  |  |  |
|  | b) |  |  |  |
|  | ….. |  |  |  |

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| **7.1.2 Effects of the project** |
| **7.1.2.1 Project objectives/Outcomes achieved***To what extent are the project objectives/outcomes achievement as foreseen in the planning? What is the outlook for the end of the project: are you likely to be able to achieve your target as planned by the end of the project? Does any outcome may appear not to be reached by the end of the project? Which and why?**What information do you base your assessment on?*Click or tap here to enter text |
| **7.1.2.2 Impact logic***Do the previous considerations on interdependencies prove their worth? What works as planned and what does not and why?**Does the impact logic need to be adjusted?* *What information do you base your assessment on?**If necessary, please submit an amendment request.*Click or tap here to enter text |
| **7.1.2.3 Other unplanned effects (positive/negative)***Has the project generated other effects that were not planned (e.g. in relation to gender, peace and conflict, ecology, civil society, children's rights and child protection)?* *Were these effects positive or negative?* *How do you react to these effects?*Click or tap here to enter text |

**7.2 Implementation of the project**

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| **7.2.1 Outputs** | *Results achieved* |
|  | **SMART Indicators – as in the project application or as agreed**  | **Initial value at the start of the project (MM/YY)****(Baseline/Base Value)** | **Interim status of previous reports****(MM/YY)**  | **Implementation status at the time of reporting (MM/YY)** |
| Result/Output I.1.1 |  |  | report 1 (reporting date *MM/YY*):report 2 (reporting date *MM/YY*): |  |
| Result/Output I.1.2 |  |  |  |  |
| … | … |  |  |  |

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| **7.2.2 Activities and results achieved (Outputs)** |
| **7.2.2.1** **Activities and results/outputs achieved***What key activities have already been implemented (rough overview of the key activities)?**What outputs of the project are already being used by the target groups? How is this utilisation taking place?*Click or tap here to enter text |
| **7.2.2.2** **Modifications/changes***Which activities or results/outputs deviated or changed from the original plan? In what form and why?* *Was the KMW informed of this and when was this done?*Click or tap here to enter text |

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| **7.2.3 Activity report on activities carried out** (cumulative up to the current reporting date) |
| **Activity** | **Year 1** | **Total target value** | **Data sources** |
|  | Target value aimed for | Target value achieved | aimed for | achieved |  |
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| **Activity** | **Year 2** | **Total target value** | **Data sources** |
|  | Target value aimed for | Target value achieved | aimed for | achieved |  |
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| **Activity** | **Jahr 3** | **Total target value** | **Data sources** |
|  | Target value aimed for | Target value achieved | aimed for | achieved |  |
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| **7.3 Participation of the target group** *Were the target groups' change requests incorporated and taken into account during the implementation of the project (from the needs analysis to the evaluation)? How?* |
| **7.3.1 Methods and instruments used***What methods and instruments were used to ensure the participation of the target group?*Click or tap here to enter text |
| **7.3.2** **Amendments introduced***What changes to the project design, implementation and monitoring were introduced and taken into account on the basis of the target group's change requests?*Click or tap here to enter text |
| **7.4 Evaluation**  |
| **7.4.1** [**External Evaluation**](#ExterneEvaluierung)***If yes,*** *who arranged this? Who carried out the evaluation and when did the field phase take place?**please provide the CV of the evaluator(s), the frame of reference (ToR), inception report, evaluation report and any other documents, if these are not yet available at KMW.* ***If no,*** *is an external, independent evaluation planned for the remaining term of the project? When?* | Was an external, independent evaluation carried out? |
| [ ] [yes](#EvaluierungJa) | [ ] no |
| Click or tap here to enter text | Click or tap here to enter text |
| **7.4.2 Findings and conclusions** *If an evaluation has taken place, what are the key findings and conclusions?* *How were/will the results be taken into account in the further implementation of the project?*Click or tap here to enter text |

1. **Conclusions**

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| *Conclusions, to be filled in* ***only for annual reports****; for final reports see chapter in section III* |
| **8.1 Interim conclusion on the progress of the project***To sum up, how would you assess the progress of the project to date? What important findings and challenges from the project implementation to date does the target group identify? Do the formulated project objectives/outcomes and planned activities and measures remain relevant for them?**Have there been any important findings and challenges for your organisation from the project implementation to date?**What consequences do you draw from this for the further implementation of the project? Do activities, impacts or indicators need to be adjusted as a result? If yes, please explain this with concrete proposals for change. (If yes, please submit an amendment request)*Click or tap here to enter text |

**Section III** additionally for the final report (at the end of the project term)

**The final report at the end of the project should contain all the information requested in Sections I and II as well as the aspects listed below.**

1. **Monitoring and Evaluation (M&E)**

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| **9.1 Data collection***When, how often and by whom was which data collected and in what form was it reported to whom?* *Have there been any changes in responsibilities?**What methods (qualitative/quantitative, participatory, etc.) did you use to observe and record changes with regard to the effects resulting from the project?**Was it possible to collect the data as planned? What challenges did you experience and how did you respond to these challenges?*Click or tap here to enter text |
| **9.2 Recording of unplanned effects***Were unplanned effects recorded? How and by whom were these recorded?* *What influence did these effects have on project realisation? How were they reacted to?*Click or tap here to enter text |
| **9.3 Data analysis***Who was involved in analysing the collected data? How were the findings taken into account in the current project?*Click or tap here to enter text |
| **9.4 Participation of the target group(s)***Were the target group(s) involved in the data collection and analysis? How was this done and what were the findings?* *What added value did the participation of the target groups have for the implementation of the project and the achievement of the objectives? What challenges did this pose?*Click or tap here to enter text |
| **9.5 Evaluation***Did an external, independent evaluation take place during the project period? If yes, has Kindermissionswerk already received the documents mentioned under 7.4?*Click or tap here to enter text |

1. **Structural, financial, ecological and social perspectives/sustainability**

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| **10.1. Securing the success and positive effects of the project***In your opinion, will the positive impact achieved by the project be permanent? Please explain how you come to this conclusion.**What impact were achieved for the benefit of children?**How to ensure that what has been achieved for the children/young people is maintained?*Click or tap here to enter text |
| **10.2 Structural sustainability***Which local structures and competences have been strengthened or developed so far?**To what extent was there a gradual transfer of responsibility for project implementation to third parties (e.g. previous target groups)?**To what extent has the role of your organisation and the target groups changed in the course of the process?**This can affect state and non-state actors.*Click or tap here to enter text |
| * 1. **Financial sustainability**

*What strategies are you pursuing to achieve financial sustainability? What other sources of funding or your own funds have you been able to mobilise so far or could realistically be mobilised in the future?*Click or tap here to enter text |
| **10.4 Ecological sustainability***Which environmental and climate protection measures implemented by the project will remain in place after the end of the project and why?*Click or tap here to enter text |
| **10.5 Social sustainability***How has the project contributed to improving people's living conditions in the future? How are children's rights sustainably anchored through the project in the project context?* *How to ensure the acceptance of what has been achieved by the project?****If children/young people are not the direct target group of the project, how to ensure that what has been achieved is maintained for the children/young people?***Click or tap here to enter text |
| **10.6 Strengthening the self-help potential of the target groups***How and to what extent were the target groups empowered to take action themselves to improve their living conditions in the future? Do the achievements meet your expectations?*Click or tap here to enter text |
| **10.7 Resilience of the target groups***To what extent has the project increased the resilience of the target groups with regard to current or future risks? Please give reasons for your assessment.*Click or tap here to enter text |

1. **Summarised assessment**

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| **11.1 Impact of the project***How would you and the target groups summarise the impact of the project for the entire project duration?* |
| **11.1.1 Effectiveness***Summarise the effects achieved (positive and negative) by the project as a whole. Has the project achieved its objectives? If not, why not?* *Did the project meet your overall expectations?*Click or tap here to enter text |
| **11.1.2 Impact***What contribution has the project made to social change? How would you rate the project's contribution to the formulated overall objective/impact? Please give reasons for your assessment.*Click or tap here to enter text |
| **11.2 Relevance***In what way arre the expected or achieved project objectives significant from today’s perspective?*  |
| **11.2.1** **[Assessment from the perspective of the target group](#RelevanzZielgruppe" \o "In welcher Weise sind die erwarteten bzw. Die erreichten Projektwirkungen aus heutiger Sicht für die Zielgruppen von Bedeutung?)** *In what way are the expected or achieved project objectives significant for the target groups from today's perspective?*Click or tap here to enter text |
| **11.2.2** **[Assessment from the perspective of children and adolescents (if not already answered under 11.2.1)](#RelevanzKinder" \o "In welcher Weise sind die erzielten Projektwirkungen aus heutiger Sicht für Kinder und Jugendliche von Bedeutung, falls sie nicht die direkte Zielgruppe des Projektes sind?)***In what way are the project objectives achieved relevant for children and young people from today's perspective if they are not the direct target group of the project?*Click or tap here to enter text |
| **11.2.3** **[Assessment from the perspective of the legal holder](#RelevanzRechtsträger" \o "Wie schätzen Sie die Bedeutung der erwarteten bzw. erreichten Projektwirkungen aus Ihrer Sicht für die Zielgruppen ein?)***How do you assess the significance of the expected or achieved project objectives for the target groups?*Click or tap here to enter text |
| **11.3 Sustainability** |
| **Structural, financial, social and environmental sustainability***Will the achievements for the target groups and beneficiaries last? To what extent will the changes achieved in the target groups continue even without further project funding? Please give reasons for your assessment.**How will environmental and climate protection be ensured in the future?*Click or tap here to enter text |
| **11.4 How would you rate the overall cooperation with KMW?** |
| **What do you think could be improved in the cooperation with KMW?***Your constructive and critical feedback provides us important information for further improvement in the dialogue with our partner organisations!* **Thank you very much!**Click or tap here to enter text |

Date/place:

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**Signature** of the person(s) responsible for the report

**Attachments:** (please in electronic form)

**The following documents are enclosed:**

* Audits
* Updated documents (Statutes, child protection policy, …)

**If applicable:**

* Evaluation report
* Photos
* Materials created as part of the project or photos of them
* Press review
* Further documents