

Kindermissionswerk „Die Sternsinger“ Principles and Guidelines for funding projects

PROJECT REPORT

General Guidelines

The person responsible for the project is responsible for ensuring that Kindermissionswerk receives a narrative and financial interim report within six months of receiving any payment, insofar as nothing else has been contractually agreed. Additional interim reports are required every six months. It is possible to pay out an instalment once an interim report has been provided. Following the completion of the project, a final narrative and financial report is necessary. This should cover the project as a whole. This report must be submitted as an original, signed document.

Kindermissionswerk reserves the right to conduct local audits of the proper use of the funding. The originals of all project documentation and invoices/receipts must be stored by the project holder for ten years from the end of the project for auditing purposes. On request they must be submitted to Kindermissionswerk.

Narrative report

The narrative report gives a description of the realisation of a project, including the positive and negative impacts and the positive and negative experiences associated with the project implementation. It provides information on the objectives achieved, the measures carried out, the duration and the expected sustainable impacts, as compared with the proposals set out in the project application. It is particularly important to state what conclusions can be drawn from the project for future work (lessons learnt). The report can also show the impacts of the project by referring to particular case examples. The narrative report should contain some informative photographs if possible.

The narrative report should include the following information:

- Project number/project title and reporting period
- Applicant
- Person responsible for the project locally
- Project holder

Description of the project setting

- To what extent has the project changed the situation, compared to how it was at the start?
- To what extent has the described problem been resolved?

Implementation/Problem description/Target group

- Participation of the target group: In what form was the target group involved in carrying out the project?
- Response of the target group to the implementation of the project

Measures and activities carried out

- Detailed description of the activities carried out
- What were the positive experiences during the stated reporting period?
- What difficulties arose in the stated reporting period?
- Which measures, if any, could not be carried out as planned?
What are the consequences of this with regard to the original project objective?
- What steps were taken to protect the physical, mental and sexual integrity of children and young people under your care?

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Schedule of activities

- To what extent was it possible to adhere to the schedule?

Project objectives and impacts

- Which project objectives were planned?
- To what extent have the planned objectives been achieved or not achieved to date?
- What evidence tells you that you have met the set objectives?
- Assess the success of the project with reference to the indicators stated in the application.
- To what extent were the people/groups/institutions envisaged in the application actually involved in achieving the objectives?
- To what extent was it possible to reach the target group
- How many children benefited from this project, either directly or indirectly?
- How has the target group's situation changed up to now?
- What desired and undesired side-effects have arisen?

Monitoring and evaluation

Sustainability

- What steps have been taken so far to enable the affected population to feel responsible for the project (i.e. take ownership) in the long term?
- What is being done to ensure the upkeep/maintenance of the goods/equipment purchased and the buildings constructed?
- How will the running costs be financed in future?
- What measures will be used to pursue and consolidate the objective in the long term?
- What is being done to safeguard the long-term benefits of the project for the target group? For final reports: how can the impact after five years be measured?
How is this reported to Kindermissionswerk?
- How far have you progressed towards financial self-sufficiency?
- What measures are envisaged so that the project can manage without external assistance in future?

Conclusions

- What conclusions do you draw regarding the further implementation of the measures, the project management, and participation of the target group?
- Are there changes with regard to future project planning? If so, what are these and why are they necessary?
- Have these changes had an impact on the agreements that have been met, particularly with regard to the cost estimate and in the financial plan?
- What activities are you planning for the coming project phase?
- What measures will be used to pursue and consolidate the objective in the long term, even after the end of the project?
- Are there any other important findings from the project that you would like to pass on to us?

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Financial Report

The structure of the financial report must correspond to the structure of the cost estimate and financial plan. Statements of account are presented in the country's local currency. Please use the form provided for financial reporting.

For all projects that are paid out in several **instalments**, statements of account are provided per instalment. In case of payment by instalments, the interim report can be submitted for settlement of the previous instalment one to two months before the next instalment is required (for the amount of the funds spent up to that point). This allows Kindermissionswerk to examine it at an early stage and to pay out the subsequent instalment as planned. The project funds that are not used during the accounting period are carried forward as a balance to the next reporting period. A further instalment is paid once a report has been received and examined.

An explanation must be provided in the case of **deviations** of over 20 percent between the contractually agreed cost estimate and financial plan and the actual expenses for individual cost items.

The **original documentation and accounting documents** are to be kept in a safe place for at least 10 years after the end of the project duration and a copy made available to Kindermissionswerk if requested.

In the case of grants of €80.000 and over, the partner organisation is obliged to have its books **audited** by a professional auditor recognised in the project country and to provide Kindermissionswerk with a copy of the audit report in the form of a financial report. In the case of all projects, Kindermissionswerk reserves the right to have the project audited by a professional auditor authorised by Kindermissionswerk.

Local contributions are very important because they strengthen people's sense of ownership of their own project. Local own financial contributions are to be documented in the financial report. Should local own contributions take the form of manpower, volunteers, property etc., please describe them in detail in the narrative report.

If a positive balance remains at the end of the project duration because the full amount of the funds was not required, a detailed proposal for the **use of the residual funds** is to be submitted to Kindermissionswerk for approval. Alternatively the residual amount can be transferred back to Kindermissionswerk.

Changes in the course of the project often entail changes to the cost estimate and to the financial plan. Please note that changes in the cost estimate and financial plan must be discussed with Kindermissionswerk at an early stage.

⇒ Please use the attached form **FINANCIAL REPORT CHART**

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