



NCF7

Progress and Financial Report

[insert name of the project]

[insert project country]

Grantee: *[Insert name of the Grantee]*

Local Partner(s): *[Insert name(s) of the Local Partners]*

Project start date: dd/mm/year

Project completion date: dd/mm/year

Reporting period: dd/mm/year – dd/mm/year

Milestone: *Insert milestone number*

The SmartME system is being developed to include parts of the progress reporting online, thus this progress and financial template will be modified when the system has been developed.

*Please delete all explanations, instructions, template words (in italics) etc. from the actual report.
This template is subject to revisions by NDF.*

Date

Name and Signature

TABLE OF CONTENTS

PART I. PROGRESS REPORT	4
1 Summary.....	4
2 Project implementation.....	4
2.1. Milestone progress.....	4
2.2. Implementation plan.....	4
3 Project assessment.....	5
3.1. Project risks.....	5
3.2. Lessons learnt and recommendations.....	5
4 Dissemination of results	5
5 Conclusion	6
PART II. FINANCIAL REPORT	7
6 Expenditures	7
Annex 1 Pictures	9

PART I. PROGRESS REPORT

1 Summary

Please give a short overview of what has been achieved during the milestone (maximum 1/2 page).

Insert text here and delete the red instruction.

2 Project implementation

2.1. Milestone progress

*Please list **all** milestone deliverables planned to be implemented during the reporting period in the table below and include very brief comments/clarifications on the progress.*

After the table, please include a separate narrative section of each milestone deliverable describing the purpose for the deliverable, what was the outcome/result, lessons learnt, challenges and delays or other deviations. Annex relevant reports, surveys, evaluations, assessments, and other relevant documents produced during the reporting period.

When describing delays and other deviations from the work plan, please explain why there were delays/deviations, when and if the activities will be implemented and if this will have any budgetary implications.

Insert text here and delete the red instruction.

Table 1 Milestone deliverables

Milestone deliverable	Completed (yes/no)	Comments/clarifications

2.2. Implementation plan

Please explain if the project is on time and describe the implementation plan for the remaining implementation of the project and its implications for each milestone. Please highlight if there will be any changes with regards to upcoming milestones in terms of expected deliverables. If there are no changes to the original implementation plan, please state that.

Insert text here and delete the red instruction.

3 Project assessment

3.1. Project risks

Identified risks

Please list and describe the risks that have been identified as relevant for the project, i.e. things that may negatively affect the successful and timely implementation of the project, assess their potential impact on the project, explain what will be done to mitigate the risks and who bears the responsibility for implementing the mitigating measures.

Project risk description	Impact on project	Mitigating measures and responsibility

Materialised risks

Please list and describe any risks that have materialised during the milestone period (if applicable), assess their impact on the project, explain what will be done to mitigate the negative impacts and who bears the responsibility for implementing the mitigation measures.

Project risk description	Impact on project	Mitigating measures and responsibility

3.2. Lessons learnt and recommendations

Please describe lessons learnt and provide recommendations for improvements.

Insert text here and delete the red instruction.

4 Dissemination of results

Sharing results and lessons learnt is an important feature of NCF. If any information material, reports or publications have been developed during the milestone that you wish to have published on the NCF website, please inform us about it in this section. Furthermore, please inform us if you are planning to arrange outreach activities/events that aim to disseminate results and lessons learnt. In addition, please mention all articles, blogs or videos that mention or discuss the project.

Furthermore, short impact stories and quotes from project beneficiaries, project partners, or other related persons may be shared in this section. Let us know if you wish to explore the possibility of jointly developing articles or publications.

Insert text here and delete the red instruction.

Summary of project progress for public dissemination

Please write a short (maximum 1/4 page) summary of progress of the project during the milestone which is available to be used for public information and dissemination purposes by NDF.

Insert text here and delete the red instruction.

5 Conclusion

Please provide a conclusion that summarises the achievements and challenges and describes the focus of the next milestone.

Insert text here and delete the red instruction.

PART II. FINANCIAL REPORT

6 Expenditures

The financial report should cover expenditures and financing for all project partners (Grantee, Local Partner(s), Other Partner(s) and other financiers). Note that the principles for financial reporting and eligible costs stated in the Project Implementation Manual apply.

Reported expenditures shall reflect the actual expenditures for all project partners during the reporting period. NCF disburses for expenditures on a reimbursable basis. Therefore, there should be supporting documentation available for all expenditures (invoices, receipts, tickets, timesheets, payslips, procurement documentation, etc.) All supporting documentation of expenditures shall be available upon request by NDF.

Expenditures during the milestone are to be reported in the Excel template available for NCF7 projects. The structure of the template is explained as follows.

- 1. **Sheets 1-3: Expenditures.** The template includes separate sheets for Expenditure summary, implementation expenditures and administration expenditures. Please make sure that these sheets correspond to the format of the agreed project budget, i.e. that they include the same budget lines and project partners as the budget.*
- 2. **Sheet 4: Breakdown of expenditures.** Budget lines with expenditures exceeding EUR 500 should be broken down on this sheet.*
- 3. **Sheet 5: Summary of invoices.** All individual invoices exceeding EUR 500 should be listed on this sheet.*
- 4. **Sheet 6: Timesheet summaries.** All project partners' timesheet summaries are to be included on this sheet.*
- 5. **Sheet 7: Sources of funding.** This sheet contains a table explaining how the expenditures are shared between the project partners and NCF, together with information of the advance payment situation and the disbursement request.*

The Excel sheet is considered a part of the Progress and Financial report, and should be included as part of the annexes of this report.

Deviations from planned budget

Explain any deviations from project budget during the milestone, i.e. explain significant over and under spending, and consequently, possible reallocation of funds during the reporting period. Furthermore, highlight if there will be any changes with regards to upcoming milestones in terms of budget. The following principles apply as stated in the Project Implementation Manual:

- Reallocation of funds between the implementation budget and the administration budget has to be approved by NDF in advance.*
- In the implementation budget, reallocation of funds is acceptable as long as the project outcomes and outputs remain as agreed in Annex 2 (Results Framework and Milestone Deliverables) of the Grant Agreement. However, if the reallocation entails that an outcome's and/or output's total budget is amended by more than 10% or EUR 5,000, whichever is less, it requires NDF's prior approval. All significant reallocations shall be clearly explained in the progress report. .*
- In the administration budget, reallocation of funds within a budget heading as well as between budget headings is acceptable as long as the project results remain as agreed in Annex 2 (Results Framework and Milestone Deliverables) of the Grant*

Agreement. However, if the reallocation entails that a budget heading's total budget is amended by more than 10% or EUR 5,000, whichever is less, it requires NDF's prior approval. All significant reallocations shall be clearly explained in the progress report.

- *Reallocation of funds between milestones is acceptable as long as the reallocation is within the same output (implementation budget) or budget heading (administration budget) and the milestone deliverables remain as agreed in Annex 2 (Results Framework and Milestone Deliverables) of the Grant Agreement. Any reallocation which will change any deliverables in a given milestone has to be approved by NDF in advance. All significant reallocations shall be clearly explained in the progress report.*

Insert text here and delete the red instruction.

Use of contingencies

Describe the use of contingency during the reporting period. Contingencies shall be used to cover unforeseen activities and costs that occur during implementation. NDF shall be informed in advance when contingencies are proposed to be used. In case no contingency has been used, please state that.

Use of contingency during the reporting period: EUR XX

XX% of the total budgeted contingency has been used during the project's lifetime.

Insert text here and delete the red instruction.

Annex 1 Pictures

Please include or attach pictures. The pictures you send may be used by NDF at its discretion for public information or for dissemination purposes. Pictures may also be sent through a file transfer online tool. Credentials should be provided together with the pictures.