

## ANNEX F-2 INTERIM/FINAL NARRATIVE REPORT

1. This report must be completed and signed by the contact person of the organization.
2. The information provided below must correspond to financial information that appears in the financial report.
3. Please complete the required reports using the BELLEK Grant Management System.
4. The Contracting Authority may request the correction of incomplete, inadequate reports and the provision of additional documents.
5. Unless otherwise specified, the answers to all questions must cover the reporting period.
6. Please only describe your activities during the grant period. Enter your answers in the relevant fields.
7. Please ensure that the information you provide is clear, easy to understand and contains sufficient detail.
8. INTERIM/FINAL REPORT Please attach electronically any weblinks, publications, reports or other relevant material that you believe illustrates the work you have done during the reporting period.

1. Your organisation's name:

2. Name and title of the contact person:

3. Contract number:

4. Period covered by this report: (mon/yy).

Start:

End :

No.

Months:

5. Grant Amount Currency:

EUR

Total Amount:

6. Date of report (dd/mon/yy):

7. **Implementation Summary:** Please describe the organization's goals and objectives during the reporting period, summarize your work and achievements.

8. **Challenges:** What problems/risks have you encountered in this period and how have you created solutions for them?

9. **Changes:** Have there been any significant changes to your plans or your organisation that we should be aware of? Please explain the reasons for the changes and their impact. (eg: changes with regard to *activities, results, outputs, target groups, risks, organizational changes, etc.*)

10. **Capacity Development:** How did the Haklara Destek Program contribute to your organization and capacity during the reporting period? (e.g., Internal functioning, general achievements of the institution, policy documents produced, new regulations in financial and administrative functioning, contribution of capacity building studies to the institution etc.)

11. **Partnerships-Collaborations:** Explain the partnerships, collaborations, networking (local, national and/or international) your institution has established during this period.

12. **2024 Planning:** Explain the studies and activities you plan for the upcoming period. (This question will only be answered while preparing the interim report.)

13. **Visibility:** Explain how and in which environments you ensure the visibility of the European Union contribution.

The European Commission may wish to publicise the results of actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.

Full name of the person completing this report:	
Signature	
Date report due:	
Date report sent:	

SAMPLE DOCUMENT