Narrative report: Preparatory Study

It is a requirement that you evaluate your project in collaboration with your partner organisation. Therefore, remember to use your joint evaluation when filling in this report.

The administrative closure of the project, with the disbursement or reimbursement of the remaining project funds, will be made as soon as this report and the final financial report have been handed in to DUF and have been approved by the DUF secretariat.

**Requirements**

The report must be written in English to ensure equal contribution and participation from both organizations.

Please read the instructions and guiding questions under each sub headline carefully. The instructions and guiding questions should be deleted before submitting the final report. The report should not exceed **four pages** **of text** (using Spectral font 10).

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| 1.Basic Information  |
| **Project information** |
| Project title |  |
| Case number |  |
| DUF member organisation(s) |  |
| Name of Danish project group |  |
| Partner organisation(s) |  |
| Project period |  |
| Total expenses |  |
| Financing from DUF |  |
| Other financial sources |  |

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| 2. Reporting |

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| **The objectives and the activities** |
| Please state the original objective(s) of the preparatory study and describe to which extent they have been met. Please reflect on to which extent you have gained relevant knowledge in regard to your study questions. Please describe whether you have carried out the activities as planned. If not, what has been the changes and why? |

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| **In case of conditional approval of the grant**  |
| (Only relevant if you were given a conditional approval of your original application when processed by the granting committee) Please describe how the conditions set by the granting committee have been met.  |

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| 3. Future project activities  |
| Please describe whether you agreed on a future project and how you will move on from here. Do you expect to apply for funding through DUF? If yes, what type of project do you intend to apply for? |

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| 4. Signatures |
| I hereby confirm that our report has been carried out between the cooperating organisations. I furthermore confirm that I have the authority to make decisions and sign agreements on behalf of my organisation. |
| On behalf of the Danish member organisation | On behalf of the partner organisation |
|  |  |
| Date/Place | Date/Place |
|  |  |
| Name | Name |
|  |  |
| Position in organisation | Position in organisation |
|  |  |
| Signature | Signature |
|  |  |
| Stamp (optional) | Stamp (optional) |

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| 5. Contact information |
| If you wish to receive news about DUFs international work, please state the persons involved in the project group, with:* Name
* Email address
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| 6. Annexes |
| **List of annexes** |
| **Obligatory annexes*** Final Financial Report

**Other annexes*** Articles, stories etc. published by the cooperating partner organizations, or published in the local or national media
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*Format updated by DUF: December 2020*