Narrative report: Partner Identification

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.

**Meeting with DUF consultants**

DUF consultants can offer advice on how to move forward from the partner identification. You are therefore encouraged to contact one of DUFs consultants to set up a meeting.

**Requirements**

The report can either be written in Danish or in English.

Please read the instructions and guiding questions under each sub headline carefully. By following the instructions, you will be able to describe all matters required. 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 cooperation** |
| Please state the original expected outcome(s) of the partner identification and describe to which extent it has been met.  Please reflect on why/why not a good match was established between your own organization and the potential partner organization.  Please, describe what you have learned from the partner identification, also in terms of organizational and administrative capacity to carry out a potential project together. |

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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 how you will move on from here.  Do you plan to continue the cooperation?  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 the report has been carried out by my organisation. I furthermore confirm that I have the authority to make decisions and sign agreements on behalf of my organisation. | |
|  |  |
| Date/Place |  |
|  |  |
| Name |  |
|  |  |
| Position in organization |  |
|  |  |
| Signature |  |
|  |  |
| 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 |

*Format updated by DUF: October 2021*