

Else Kröner-Fresenius-Stiftung

Guidelines for preparing a final report

The final report for your project must be submitted no later than 8 weeks after the end of the project. Please report on the basis of the objectives, indicators and activities defined in the logframe you submitted with your application, and use the following structure:

1. Cover page containing information on
 - ✓ Applicant organisation
 - ✓ Project country
 - ✓ Funding period (= reporting period)
 - ✓ Project number
 - ✓ EKFS grant amount
 - ✓ and a half-page summary of the results achieved, the greatest challenges and successes ('Executive Summary')
2. Brief description of the preparation, implementation and follow-up of the project
3. List of all those directly involved in the project and the cooperation partners, with a brief description of their respective areas of responsibility
4. Analysis of the activities carried out since the start of the funding period, with reference to the activities planned in the logframe (number and outcomes of these activities)
5. Tabular presentation and analysis of the achievement of objectives based on the outcome and output indicators listed in the logframe, including the number of beneficiaries
6. Impact of the project on beneficiaries / the region / the sector
7. Summary and justification of any deviations from the original work plan / timetable
8. Problems/risks associated with the project
- 9.a. Outlook for the project / sustainability / handover to local partners / transferability to other projects
- 9.b. Description of maintenance and repair options for purchased equipment
- 9.c. Planned reuse of capital assets

The report, including the cover page, should not exceed 15 A4 pages (Arial 11, single-spaced). Photographs may be included in the appendix.

The statement of expenditure must be prepared in accordance with the template¹ for the same reporting period and submitted as a separate PDF document.

¹ [Download Funds Utilisation Statement](#)