

Else Kröner-Fresenius-Stiftung

Guidelines for preparing an interim report

The first interim report for your project must be submitted no later than 8 weeks after the end of the first project year, with subsequent reports submitted every 12 months thereafter. 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')

Status of implementation:

2. Brief description 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)
3. Tabular presentation of the achievement of objectives based on the outcome and output indicators listed in the logframe, including the number of beneficiaries
- 4.a. Summary of and reasons for any deviations from the original work plan / timetable
- 4.b. Expected implementation of results not yet achieved; adjustment to activities where necessary; update to the timetable where necessary
5. Problems/risks associated with the project and proposed solutions

The report, including the cover page, should not exceed 10 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](#)