International Advocacy Programme (IAP)

Second Call for Funding Proposals

# Report Template

### **Project summary**

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| Project name and number(See signed General Agreement) |       |
| Country and association responsible |       |
| Project outcomes(See 3. Expected outcomes of your proposal) | 1.      2.      3.       |
| Project activities completed(See 4. Outline of activity of your proposal) | Description of activities (for example, workshops, conferences, report) | Activity Budget | Activity Date |
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### **Final project report**

For IAP projects receiving financial support from IFLA a detailed written narrative report should be submitted to IFLA **no later than one month after completion of the project**.

The report should include:

1. An evaluation of the project and statement of the impact
2. Narrative report
3. Full financial report
4. Copies of additional documentation, for example new translations, workshop materials, video and photos

Reports should:

* Provide an executive summary of the key outcomes of the project that can be used to promote the project on the IFLA website, regional newsletters and social media
* Contain success stories that can be of value for knowledge sharing
* Be concise, and specifically address how project goals have been met
* Account for any variation to the scope of the project or activities
* Contain any examples of media about the project (for example, copies of any newspaper articles about the project or multimedia)

### **Additional documentation**

* Send copies of articles about the activities, photograph workshops, interview participants, and so on.
* Send copies of any new translations of IFLA materials and any new workshop materials created or adapted for the project.
* Reports on the outcomes of the project, for example present a paper at a national library conference, or write a newspaper or journal article.

### **Financial reports**

The financial report shall contain the following:

* Detailed account of expenses for each activity in the project
* Accounting for any variation to the project budget
* Original (or scanned) receipts and invoices for all project activities (make clear to what part of the activity the receipt refers)

Any expenditure of project funds that cannot be verified by receipts or invoices must be returned to IFLA. After the end of the project applicant will receive the remaining part of the Grant, not exceeding the agreed amount stated in the signed General Agreement.

### **Project evaluation**

All projects should carry out an evaluation to find out whether the project made a difference.

Evaluation of projects is important to:

* Find out whether project goals have been achieved
* Give organisations or associations confidence to build on success
* Raise awareness of the organisation or association

Report checklist

[ ]  Evaluation report

[ ]  Narrative report

[ ]  Financial report and receipts (please attach separately)

[ ]  Workshop materials, new translations, photos, videos

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**1. Evaluation report**

* How did you evaluate the project? (e.g. surveys, interviews, other methods)
* What were the results of the evaluation? Summarise the results. Can you identify changes since the project began?

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2. Narrative report

**2.1 Executive summary**

Please write a summary of the project for publication on the IFLA website. Include the purpose of the project, activities, participants, and outcomes.

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**2.2. Project objectives**

Were the expected objectives reached? How did the project perform against time, cost, and activities? Was the project effective?

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**2.3. Success Story**

Share the best success story that happened during the project

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**2.4 Follow up activities**

Please describe any further follow up activities that you have planned after this project. For example, cascade training or meetings.

What challenges remain after this project?

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**2.5 Lessons learned**

What went well, what did not go as well as hoped for and what could be improved.

Did you make any changes to the project plan? If yes, which and why?

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3. Financial Report

Please send your financial report electronically, according to the guidelines. Include scanned or original copies of all receipts which an explanation of each receipt.

4. Workshop materials, new translations, photos, videos

Please send any relevant workshop materials, new translations, photos, videos.

Send the complete report to:

Ingrid Bon

IFLA Manager Development Programmes

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