**PREPARATION DOCUMENT FOR STATUS DIALOGUE**

**Citizen Participation Intervention**

A short documentation and status dialogue meeting with one of CISUs advisors only need to be completed if the grant covers a period of 24 months or more.

The status dialogue meeting and the preparation document below are the grantees reporting to the Civil Society Fund (CSF). The preparation document should be filled in by the Danish organisation, in collaboration with its partner(s). It is an opportunity to take stock of progress and reflect on preliminary results of your efforts.

The status dialogue is an opportunity to discuss successes and challenges with implementing the intervention and gives the grantees an opportunity to ask clarifying questions to CISU.

It is expected that both the Danish organisation and primary implementing partner participates in the status dialogue meeting if this is possible. The meeting will take about 45 – 60 minutes.

The preparation document as well as the advisor’s notes from the conversations will be included as part of the Danish organisation’s ‘track record’ and be a part of future assessments of applications from the Danish organisation with the same or other partners in line with the Civil Society Fund guidelines.

**The preparation document must be short and not exceed 2 pages.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Danish grantee |  | | | | |
| Contact person’s name and e-mail |  | | | | |
| Partner organisation(s) |  | | | | |
| Intervention title |  | | | | |
| Reference number |  | | | | |
| Country(-ies) |  | | | | |
| Start date and end date of the intervention |  | | | | |
| Budget (DKK) | Granted amount (DKK): | | | Spent so far (DKK): | |
| Status on meeting the objectives at the end of this reporting period | Delayed | Partly delayed | According to sche­dule | | Fully or partially ahead of schedule |
|  |  |  | |  |

|  |  |  |
| --- | --- | --- |
| Date |  | Responsible person (signature) |
|  |  | Responsible person (capital letters) |

|  |
| --- |
| **1. Status of the implementation: How far have you come in meeting the goals/outcomes and expected results of the intervention?** |

|  |
| --- |
| **2. Challenges, learning, and adjustments: what challenges have you experienced so far, and have you made any adjustments changes to the intervention?** |

|  |
| --- |
| **3. Follow-up: if you received good advice in the grant note, how have you followed up on these? If you did not live up to CISUs financial standard at the time of the application, what initiatives have you put in place to address this?** |

|  |
| --- |
| **4. Other remarks or reflections** |