**FINAL REPORT**

**SMALL-SCALE INTERVENTION**

The final report is the Danish organisation and its partners reporting to CISU. It is expected that the report is developed in close collaboration between the Danish organisation and local partner(s) and use it as an opportunity to reflect on the results of the intervention together.

The final report will be a part of the Danish organisation’s track record with CISU. The report is therefore significant to future assessments of applications from the Danish organisations with the same or other partners.

The report is uploaded into ‘Vores CISU’ through the milestone *final report* under the grant no longer than 3 months after the end date of the intervention.

Before the report is uploaded, you will also need to answer the following questions in ‘Vores CISU’:

- Overall, have you achieved what you wanted with the intervention? (Selection from a drop-down list)

- Number of persons who have participated in activities

- Number of persons who have been affected by the interventions’ activities (besides the persons who have participated directly)

CISU strives to send a response to the report to the Danish organisation no longer than two months after receiving the report. The content of the report will also be used for CISUs own reporting and communication of results related to the Civil Society Fund.

All text in *italics* is text to help you develop the report and can be deleted before uploading the report.

**The report must not exceed 4 pages (excluding this frontpage). The tables in the report take up approx. one page.**

|  |  |
| --- | --- |
| Danish grantee(s) |  |
| Partner organisation(s) |  |
| Title of the intervention |  |
| Name and email of contact person |  |
| Reference number |  |
| Country(ies) |  |
| Period of the intervention |  |
| Total budget |  | Actual expenditure |  |

|  |  |  |
| --- | --- | --- |
| Date |  | Person responsible (signature) |
|  |  | Person responsible (in capital letters) |

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| 1. **Overall results**
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* 1. Summarise (in max. 10 lines) what changes the intervention has contributed to.

*You can for example describe the most significant changes that have occurred as a result of the intervention and how these changes have been achieved.*

* 1. Describe the results achieved for each of the intervention’s outcomes (objectives or goals). Use your indicators as a basis for the description.

*Please also describe whether the intervention has contributed to unforeseen results – positive and negative.*

*If you have made an evaluation of the intervention (internally or externally), remember to use the conclusions from the evaluation and how you are planning to follow up on these.*

* 1. Achievement of objectives

Overall, have you achieved what you wanted with the intervention? (Select one of the answers below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did not achieve at all | To a lesser degree than expected | Close to expected | Exactly as expected | Better than expected |
|  |  |  |  |  |

*NB: Please copy the above data into Vores CISU when uploading the report.*

For each of your outcomes (objectives or goals), note in the table below how close you are to fulfilling the objectives (in percent).

*Remember that the % must correspond to your description of achievement of objectives in section 1.2.*

|  |  |
| --- | --- |
|  | Achievement in % |
| Achievement of outcome 1 |  |
| Achievement of outcome 2 |  |
| Achievement of outcome 3 |  |
| Etc. |  |

0-19 %: very low achievement

20-39 %: low achievement

40-59%: medium achievement

60-79%: high achievement

80-100%: very high achievement

* 1. Number of people reached

|  |  |
| --- | --- |
|  | Number |
| Number of persons who have participated in activities |  |
| Number of persons who have been affected by the interventions’ activities (besides the persons who have participated directly) |  |

*NB: Please copy the above data into Vores CISU when uploading the report.*

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| 1. **Changes and adjustments**
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* 1. Describe the most significant contextual challenges, and how these have influenced the intervention. How have you adjusted the intervention to adapt to these challenges?

*Challenges can e.g., be factors and changes in the context that have influenced the partnership, target groups and/or activities.*

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| **3. Inclusion of target groups** |

* 1. Fill in the table below. Add your primary target groups in the left column (primary target groups are persons who have participated directly in your activities). Add or delete columns according to how many primary target groups you have had in the intervention. Check the box according to what extent your primary target group(s) have been included in shaping the implementation of the intervention:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Less degree of inclusion and participation *Target groups have been informed about the content of the intervention and their opportunities for participating in activities but have not participated actively in decision-making processes.*  | Medium degree of inclusion and participation *Target groups have been consulted in decision-making processes related to the intervention.*  | High degree of inclusion and participation *Target groups have contributed directly to the further development of the intervention and made decisions in collaboration with the implementing partner(s).* | Very high degree of inclusion and participation *Target groups have had the power and ownership to make decisions in connection with the implementation of the intervention.*  |
| Target group 1 *[e.g., partner]* |[ ] [ ] [ ] [ ]
| Target group 2 *[e.g., youth entrepreneurs]* |[ ] [ ] [ ] [ ]
| Target group 3 *[e.g., farmers]* |[ ] [ ] [ ] [ ]

* 1. Describe/explain your answers in 3.1. How have target groups been included in the implementation of the intervention? Have you used any specific methods or approaches? Or why have target groups not been included?

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| **4. The partnership** |

* 1. How would you assess that decisions have been made in relation to the implementation of the intervention? Please fill in the table below:

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| --- | --- | --- |
| **Decisions** | **Choose the description that best suits your partnership** | **Describe/explain your choice***Explain more about your relations in the partnership. How have you discussed the implementation of the intervention throughout implementation, and how have you made decisions?*  |
| Decisions have primarily been made by the Danish organisation and local partner(s) have been informed about the decision |[ ]   |
| The local partner(s) have been consulted before a decision has been made by the Danish organisation  |[ ]   |
| Decisions have been made jointly in the partnership |[ ]   |
| Decisions have primarily been made by the local partner(s) |[ ]   |
| Decisions have been fully made by the local partner(s) |[ ]   |
| Other |[ ]   |

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| 1. **Lessons learned**
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* 1. What are the most important lessons learned? What advice would you give yourselves if you were to implement the intervention again?

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| **6. Information work in Denmark** |

*This section is only applies if intervention related information work in Denmark has been budgeted for.*

* 1. Describe the purpose – and results of – the intervention’s information activities.

*Remember to include what target groups you have reached and how.*

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| **7. Follow up** |

*This section only applies if CISU has carried out a monitoring visit to the Danish and/or partner(s), if the letter of approval contained specific advice or if the organisation did not comply with CISU’s requirements to financial management at the time of application.*

* 1. If CISU has carried out a monitoring visit to the Danish organisation and/or partner(s), describe how you have addressed the requirements and recommendations in the monitoring report.
	2. How have you used the good advice given in the Assessment Committee's letter of approval? If you have chosen not to follow the advice given, please explain the reasons why.
	3. If mentioned at the time of application that the partner did not comply with CISU's requirements to financial management, please provide a status and describe what initiatives have been taken to live up to the standards at the end of the intervention.

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| 1. **Other observations or reflections**
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