**Narrative Report Form**

Dear Grantee:

The final report should be sent via email only.

The entire Narrative Report should not exceed a total of 10 pages. The Narrative Report must be sent together with the Financial Report via email only.

If you have additional materials (media materials/coverage, brochures, etc.) that you think are valuable to share with us, please note of this fact in the body of your email message.

The German Marshal Fund reserves the right to contact you if we find the information in this form insufficient.

All fields are mandatory.

Please reflect on your answers and support them with quantitative data, where they are available and appropriate; provide qualitative data where requested. Use “None” or “Not applicable” where appropriate.

If you have any questions regarding this report, please contact your Program Officer before you begin filling out the form.

|  |  |
| --- | --- |
| **Date of Report Submission** |  |
| **Grantee Name** |  |
| **Grant Number** |  |
| **Award Date** |  |
| **Project Title** |  |
| **Project Duration** |  |
| **Overarching Theme** (mark with X all that apply) | Trade, investment and an economy that works for all |  |
| Data privacy and digitalization |  |
| Fundamental rights and immigration |  |
| Security and defense |  |
| Learning and skills for a digital economy |  |
| Tackling the climate crisis through sustainable urban transportation |  |
| Combating organized crime and terrorism |  |

1. Please provide a **brief description** (approx. 500 words) of the project, including major activities, targeted participants and geographic locations.

1. Please briefly describe in 1-2 paragraphs the **key** outcomes and outputs of the project during the grant period, based on your application.

1. Please share **stories** that illustrate the impact of your project or at least **two quotes** from project participants.
2. Please briefly describe in 1-2 paragraphs any **significant** **changes or** **challenges in implementation, management or administration** of the project during the grant period.

1. Please list and describe any organizations/individuals with which your organization **collaborated or coordinated** during your project:
2. What **methods and tools** did you use to **inform the target audience** and the **general public** about the progress of the project and its results? Please provide details below about the type, number and dissemination channels *(e.g. number of newsletters disseminated, social media, advert in which media, etc.)*, as well as number of people reached.
3. For all target groups reached by your project during the grant period, please **indicate the number initially planned and the total number of individuals reached**. The target groups and number initially planned should correspond to those indicated on the Application Form, unless noted in Question 4 above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Target Groups** | **Initially planned** | **Reached** | **Age group**[[1]](https://usc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?new=1&ui=en%2DUS&rs=en%2DUS&wdenableroaming=1&mscc=1&hid=A4EC21A0-20E8-C000-DC9B-E1300B6B64E7&wopisrc=https%3A%2F%2Fgmfus.sharepoint.com%2Fsites%2FLeadershipPrograms%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F0de04ac575a94d49a3a5a08b10e1c618&wdorigin=DocLib&wdhostclicktime=1645184119462&jsapi=1&jsapiver=v1&newsession=1&corrid=63fd5cee-06f0-4362-997e-c0aa370131c4&usid=63fd5cee-06f0-4362-997e-c0aa370131c4&sftc=1&mtf=1&sfp=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn1) | **Out of which:** | **City** |
| **Female** | **Male** | **Name of City** | *< add as necessary>* |
|  |   |   |   |   |   |   |   |
| *<add as necessary>* |   |   |   |   |   |   |   |
| **Project Total:** |   |  | *N/A* |   |   |   |   |

[[1]](https://usc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?new=1&ui=en%2DUS&rs=en%2DUS&wdenableroaming=1&mscc=1&hid=A4EC21A0-20E8-C000-DC9B-E1300B6B64E7&wopisrc=https%3A%2F%2Fgmfus.sharepoint.com%2Fsites%2FLeadershipPrograms%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F0de04ac575a94d49a3a5a08b10e1c618&wdorigin=DocLib&wdhostclicktime=1645184119462&jsapi=1&jsapiver=v1&newsession=1&corrid=63fd5cee-06f0-4362-997e-c0aa370131c4&usid=63fd5cee-06f0-4362-997e-c0aa370131c4&sftc=1&mtf=1&sfp=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftnref1) Under 15 - 18; 19 – 24; 25 – 30.

1. Do you **plan to continue** this project in the future?

1. What has been **learned** from the project that would be helpful to others working on similar issues in the future?
2. Please use the space below to provide a narrative description of the financial report describing how funds were spent for each budgetary category. If there are differences from the originally approved amounts, please explain why.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget category** | **Approved Amount (USD)** | **Spent Amount (USD)** | **Explanation of the difference between Approved Amount and Spent Amount, where applicable** |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
| *<add as necessary>* |   |   |   |
| **TOTAL** |   |   |   |

1. Did your project receive funding from **other donors** besides GMF? If **Yes**, please list source(s) and amount(s):
2. Do you have any **additional information** that you would like to share with GMF?