

**FINAL REPORT FORM FOR PROJECT CO-OPERATION
WITH COUNTRIES IN CAUCASUS, CENTRAL ASIA,
MOLDOVA, BELARUS AND UKRAINE**

The report should be sent to the Ministry of Foreign Affairs, Section for Global Security and CIS Countries, PO Box 8114 Dep., NO-0032 Oslo, Norway

TO BE FILLED IN BY THE MINISTRY OF FOREIGN AFFAIRS

Archive No.	
Project No.	
Executive officer	
Country/Region	
Target area	
Amount applied for	

TO BE FILLED IN BY APPLICANT: (Please print or use PC)

Project No.:
Project title:
Total funding/grants received from the Foreign Ministry: NOK

I INFORMATION ABOUT THE GRANT RECIPIENT:

Name (organisation/institution/company):	
Address:	
Telephone:	Fax:
E-mail:	
Project co-ordinator:	
Direct line:	E-mail:

II CO-OPERATION PARTNER(S):

Norwegian or other western partners:
Main partner in Caucasus/Central Asia/Moldova/Belarus/Ukraine:
Address:
Contact person:

Telephone:	Fax:	E-mail:
Other partners:		

III PROJECT INFORMATION

Project description (summary):
Project's geographical area:
Main objective:
Subsidiary objectives:
Has the project helped achieve these objectives? Describe how:
The expected concrete result of the project:
Achieve results:
Please explain possible difference between expected and achieved results:
Activities planned under the project?
Activities actually carried out?
Was it necessary to cancel or alter planned activities? If so, why, and what impact did this have on the project?
Original project time schedule (start date, finish date, progress markers):
Actual start and finish dates:
Please explain changes in schedule:
How was the co-operation between the main partner and the Norwegian or other partners organised? (responsibilities, etc)?
Describe any problems encountered in carrying out the project:
Information about positive and negative effects of the project on: a) grant recipient in Norway: b) Norway:

c) co-operation partner:	
d) the recipient country	
Did the project have a competence-building element? Mark the right alternative: Yes If yes, describe how:	
Has the project had any impact on gender equality? If yes, describe:	
Will the project continue? Yes. Describe how:	
Summary on the project funding (see Project Finances form on following page):	
Recipient's contribution:.....	NOK
Co-operation partners contribution:.....	NOK
Fundings from:	
a) Foreign Ministry. If several grants were given to the project, please state Project No. and amounts:.....	
	NOK
b) Other sources of funding.....	
Specify which:	
	NOK
Total project funding:.....	NOK

IV PROJECT FINANCES

ACTIVITY	SPECIFICATION ¹	BUDGETED EXPENSES ² NOK	ACTUAL EXPENSES NOK
A Salaries, internal staff			
B Salaries, external staff			
C Project Management			
D Travel			
E Training/courses/seminars, etc.			
F Translation/interpreting services			
G Purchase/hire of equipment/investment costs			
H Printing of publications and other material			
I Transport and insurance			
J Administrative expenses (postage, telephone, audition, etc.)			
K Other expenses			
TOTAL			

Additional information (information and considerations not appearing elsewhere in this application):

Place:

Date:

Name:

Signature:

¹ Please specify the expenses associated with each activity, e.g. number of hours, hourly rate, number of journeys, cost per journey, etc.

² Budget stated in the project application.

<http://www.odin.dep.no/ud/norsk/stipend>

Obligatory attachment: Certification that the project accounts has been duly audited.