|  |  |
| --- | --- |
|  | **Final report on development project implementation** |

1. **About the project**

|  |  |
| --- | --- |
| 1.1. Name of the project |  |
| 1.2. Contractor |  |
| 1.3. Address, telephone, e-mail, website, representative |  |
| 1.4. Date of the conclusion of the Financing Agreement |  |
| 1.5. Total value in BGN |  |
| 1.5.1. Total value in EUR (where applicable) |  |
| 1.6. Project implementation period according to the Financing Agreement |  |
| 1.6.1. First phase |  |
| 1.6.2. Second phase |  |

**2. Goals and objectives**

*(brief, accurate and clear description of project goals)*

**3. Activities performed**

*(brief, accurate and clear description of the activities* —***electronic copies must be annexed*** *(for example, photographs, scanned published articles, etc.) of materials as evidence of the activity implemented under the project)*

**4. Results**

*(description of the results achieved in project implementation, along with a brief analysis of the achievement of project goals and activities and corresponding conclusions and recommendations. Indicate the difficulties encountered in project implementation and the reasons for any divergence from the activities planned)*

**5. Performance indicators and/or project results:**

a.

b.

c.

*(the performance indicators and target values described in the application are indicated, along with the actual values of the indicators concerned measured at the end of the project)*

**6. Impact indicators:**

a.

b.

c.

*(the performance indicators and target values described in the application are indicated, along with the actual values of the indicators concerned measured at the end of the project)*

**7. Sustainability of project results**

*(What steps will be taken after project completion)*

**8. Lessons learned:**

*(Provide a brief and accurate description of any good practices learned by your organisation during the course of project implementation)*

**9. Analysis and conclusion:**

*(Provide a short analysis and evaluation of project implementation and make brief recommendations for follow up action to be taken)*

**10. Financial report**

The financial report should be presented in tabular form *(add rows where necessary)*. Cumulative figures are to be entered into the table, i.e. the figures that reflect all project expenditure incurred to date. Expenditure is to be classified according to the annexed budget set out in the project description (enclose project budget).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Expenditure** | **2. Unit** | **3. As per budget** | **4. Actual expenditure incurred in BGN** | **5. Actual expenditure incurred in EUR** | **6. Difference**  (3.- 4.) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total:** | |  |  |  |  |

* **Explanatory note to the financial reports:**

Please, note the following:

* A list must be included of all source documents relating to each cost item incurred under the budget. Source documents must contain the following information: type, document number and date, description and amount of the goods/services, and the following text: ‘Expenditure incurred under Contract No .............’
* The names and amounts of the cost item must correspond to those in the budget of the project.
* There must be exact correspondence between the actual costs incurred in BGN or, when necessary, EUR and the respective payment documents.
* On the face of all original financial and accounting documents
* (invoices, travel orders, fixed-term contracts, etc.) used as evidence of costs incurred
* under the project, the text ‘Expenditure incurred under Contract No ..................’ must be written
* total amount of payments made under each budget item;
* In the explanatory note, the Contractor may include information that they consider relevant and necessary.
* Together with the explanatory note the originals and **electronic copies** of all project-related primary documents are to be presented.

Date: Name and position:

Place of residence/Area: Signature and stamp: