**Campaign Final Report**

**Name of Campaign:**

**Name of Organization/Informal Group:**

**Written by:**

**Date:**

**Status report plan:**

**1. General campaign evaluation**

*Short description of what has been achieved within the campaign (measurable outputs), to what extent have the initial ideas been followed, or why they have not been carried out completely, project impact – if significant, describe the meaning of the project for your organization.*

**2. Have you reached the main goal of the campaign according to the strategic plan?**

*Please indicate what measurable goals have been met, or explain why you have not been able to meet them.*

**3. Campaign / project results**

*Please list all measurable results of the project – events, workshops, leaflets, articles or reports in the media, promotional materials etc., provide their number, e.g. one street happening, distributed 400 leaflets, 15 student assessments on the given subject etc. Publications, leaflets and promotional materials issued in the minimum amount of 1 or more have to be attached to the final report. Provide photo or video documentation on all events organized within the project.*

**4. Have you made any changes to the campaign plan and why (change of deadlines, addition of new or removal of original tasks/activities, change of the target group etc.)?**

**5. Are you going to continue with this subject in future? And if so, how?**

**6. Has the situation in the subject area in which your campaign was carried out changed (improved or worsened) and how?**

*Please indicate only specific changes that can be substantiated, not your feelings, impressions or opinions.*

**7. Attachments:**

a) materials or their copies published within the project (in electronic format;

b) photo documentation (selected) by e-mail

**8. Financial report on the provided funds:**

*General project report – review and detailed report on the resources received within the programme - statement of accounts according to the example attached to the final report. It is not necessary to provide accounting documents or their copies. Please keep the accounting documents for the monitoring visit or in case you need to provide them after the project.*

Accounting of expenses from the funds received as a microgrant

Abbreviations: AS account statement

 WS wage statement

 CED cash expenditure document

 IR invoice received etc.

**Example of the record**

Number of accounting document Purpose of the payment Amount Payment date

CED 151 transport 381 05/01/15

CED 162 photocopying 89 27/03/15

CED 161 translation 137 27/04/15

CED 160 travelling expenses 111 06/05/15

WS 140 coordinator’s salary 362 15/08/15

WS 167 accountant’s salary 52 01/09/15

AS 386 tax 92 16/09/15

AS 387 publication print 328 18/09/15

AS 302 conference room rent 391 22/10/15

AS 388 tax 17 17/11/15

Total: EUR 1 800

**Note:** *Remember that any significant changes to the budget and expenditures or any modifications resulting in a substantial change of the meaning of the campaign are subject to prior approval by NESEHNUTI**(provided by e-mail or during the monitoring visit).*