



This project is funded by the European Union

“ALTER - Active Local Territories for Economic development of Rural Areas”  
GRANT PROGRAMME



## Civil Society Capacity Building and Advocacy Grant Program Narrative Report

*Please Note:*

Narrative report is submitted on the following dates to the corresponding National Project Officer of the country where the organization is located. In case of partnerships, one single report should be submitted by the leading partner.

- April 15, 2018 (for the period covering January, 2017 – March, 2018)
- July 15, 2018 (for the period covering April – June, 2018)
- **November 15, 2018 Final Report of the project.**

Narrative Reports should only cover the period for which they are written. Final Report should be written with as much detail as possible.



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**Grantee Information**

Contract number	
Name of the Grantee	
Name of the Project	
Name of Project Manager	
Phone Number	
Email	

**Grantee Partner Information *(if applicable)***

Contract #	
Name of the Grantee	
Name of Contact Person	
Phone Number	
Email	

\* Please copy table for each partner



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**1. Activities**

Provide a summary report of each of the activities conducted in the reporting period. Use a new table for each activity.

Activity Title:	
Dates:	
Target Group Attendees: <i>(please specify which target group the activity was aimed at and approximately how many from this group attended the event)</i>	
Total Number of Attendees:	
Summary of Activity:	
Summary of Outcome:	
Additional Notes:	

Activity Title:	
Dates:	
Target Group Attendees: <i>(please specify which target group the activity was aimed at and approximately how many from this group attended the event)</i>	
Total Number of Attendees:	
Summary of Activity:	



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Summary of Outcome:	
Additional Notes:	

1.1. Provide information about and justification for any activity that was delayed, modified or omitted. *(Adjustments should be reflected in the Financial Reports as well, and any variances in the budget should be agreed upon with the National Project Officer in advance)*

1.2. List titles and dates of the activities planned for the next reporting period

Name of Activity	Dates

**2. Publications and Materials**

Provide information on any printed or online materials produced during the reporting period. Specify who the printed materials were distributed or sent to. Provide web links for online publications and screen shots for e-materials sent via emails.

**3. Project Progress**

3.1. What favorable or unfavorable variances affected progress of the project?  
*(Provide information about any variances that occurred within or outside the project)*

3.2. Define the beneficial or challenging effects of the partnership?



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#### **4. Partnerships, Networking and Grant Program Relations**

- 4.1. How do you assess progress of the relation between your organization and the National Project Office?
  
- 4.2. How do you assess progress of the relation between your organization and other stakeholders you interacted with during the project period?
  
- 4.3. Provide information on any new partnerships you developed during the project period. What benefits did or will these partnerships provide?
  
- 4.4. How do you assess relations with the international counterparts and the networking activities? Describe your level of interaction within the network.

#### **5. Capacity Building**

- 5.1. How did you benefit from the capacity building events you attended? How did you contribute to the outcomes of the events?
  - 5.1.1. Networking Events:
  
  - 5.1.2. Technical Training Events:
  
- 5.2. What other capacity building events/trainings you, your team or partner attended that fit in line with the objectives of the project?

#### **6. Sustainability *(only for Final Report)***

- 6.1. Provide information on the continuity of the project. *(where applicable)* What activities will be planned? What modifications will be applied in the future?



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6.2. How will the Organization sustain the impact of the project?

## 7. Monitoring and Evaluation

7.1. Have you measured outcomes or impact of any of the activities during the project period? If so provide results.

## 8. Conclusion *(only for Mid-Term and Final Report)*

Write a concluding summary of the project indicating lessons learned, challenges faced, changes in the EIA and/or SEA processes occurred and impact of the work completed.  
*(between 600 and 1000 words)*