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| Template revision no:2022/03 | Replaces:2022/02 | Prepared by:QAteam | Approved by:QAteam/GMT | Date Approved14.11.2022 |

[Simplified] Annual Project Report

To be presented to the Norwegian Mission Society (NMS)

*This project application template is for projects requesting less than 15,000 USD annually from NMS.*

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| Project name |  |
| Project owner(responsible organisation/church) |  |
| Country/Region |  |
| Project location(s) |  |
| Approved project period |  |
| Reporting year |  |
| **Person responsible for the project (project leader/coordinator)** |
| Name |  |
| Address |  |
| E-mail |  |
| Phone number |  |
| **Transfer information:** |
| Bank account name |  |
| Bank account number |  |
| Bank name |  |
| Bank address (+city, +country) |  |
| Bank fax number |  |
| Swift/BIC code |  |
| IBAN number (if exists) |  |

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| **Information to project leader/coordinator:*** This template is to be used when reporting to NMS for projects funded by NMS only.
* A financial report must be attached and sent to NMS.
* After the conclusion of a project, a final project report shall be sent to NMS.
* If the project is part of an institution (school, health institution etc.), please also send in the “Annual Report for Institution” form on advisor's instruction.
* All reports to NMS must be presented and approved by the project owner (responsible organisation/church) before being sent to NMS.
* The report should relate to existing documents, e.g., applications, project documents, annual plans, previous reports etc.
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# Status of the Project

Please refer to 1 Project Description in the application and/or the annual plan of the project.

## 1.1 Progress towards Goal and Vision

## Is the project on track to achieve its goals and, if so, how? How has this project work contributed towards the vision for your organization and NMS?

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* + 1. Activities and Actual Results

 What were the main activities and what were the actual results? Please describe.

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| Activity | Expected results for the first year   | Actual results for the reporting year  | Possible reasons for not achieving the expected results   |
| Gender training for church members   | 10 people trained   | 7 people trained  | People were not available for the training, so total number of people reached in this activity will be lower.   |
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 Have the expected changes mentioned in the application started to take place?

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## 1.2 Deviations from the Application and Plan

1.2.1 The situation and Local Context

Has the local context changed? Are there new concerns in relation to conflict that has effects on the project? New political changes and directions? Has the location of the project changed compared to the plan? Please explain why.

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1.2.2 Target group

Has the target group changed? If so, why? Have you changed the planned targets during the year? If so, why?

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## 1.3 Sustainability

1.3.1 Learning

What have we as a project team learned from this year? Are there changes in the plans moving forward?

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1.4. Risks

Did some of the risks that you had written in the application take place? How did you solve them? Were

there other risks that you had not considered and how did you solve them?

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# Crosscutting Issues

**According to the NMS strategy**, all projects supported by NMS must mainstream the following themes in the project work. Please answer the following questions on how the project has worked with these crosscutting issues. Also describe the project’s long-term effects (positive and negative) for each of the following themes.

In relationships and projects, NMS will be aware of:

• *Gender roles and equality* – NMS wishes to focus on gender roles and gender equality in such a way that men and women will increasingly be equally represented in the work, including decision-making processes.

• *Climate threats and environmental stewardship* – NMS wishes to focus on the consequences our work has for our stewardship of creation for the benefit of future generations.

• *Conflict awareness* – NMS wishes to focus on the consequences our work has for the distribution of power between people and groups so that conflicts can be prevented.

## Gender Roles and Equality

How did this project work with gender issues in the reporting year? Approximately how many men, women, boys and girls did the project reach? How many men and women were represented in decision-making bodies? If there have been employees, have there been both women and men among the staff? Please describe.

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## Climate Threats and Environmental Stewardship

What measures have been taken by the project to reduce the negative impact on the environment?

(For example, transport, energy, handling of waste, consumption of equipment and materials etc.)

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## Conflict Awareness

Please provide at least one example of how you adjusted your implementation due to considerations of conflict.

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# Financial Report

Please explain with a short narrative what you received, what you have used and any explanations to the underspending or overspending here.

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3.1 Financial Support Received from NMS

Please fill in the amount of financial support received from NMS last year.

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3.2 Other Support from NMS

Have you received other forms of support from NMS during last year (technical, NMS staff, consultancy services, other)? If yes, which?

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3.3 Own Contribution

Please describe own contribution (own participation, participation of volunteers, staff work, etc.)

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3.4 Other Contributions

Please fill in amount and/or kind of financial support received from others during the year.

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In addition, a complete financial report comparing actual costs with the budget, must be submitted. Please explain the deviations. The NMS template must be used.

Finally, the report must be printed directly from the local accounting system (not copied into Word or Excel). This must be signed by the project accountant.

# Additional Information and Success Stories

Please share a story and a picture from the project that may be used to present the work to our supporters and donors (on the NMS web page (www.nms.no), in a magazine or a newspaper). Also write any information you think will be of interest to NMS besides the content of this report.

If you have photos of interest, please forward it to us or attach it in the appendix. *If possible, obtain a written consent for photos. If children under the age of 15 are involved, written consent is obtained from parents/guardians, when this is possible. If this is not possible, it is assumed that verbal consent is obtained, and that recording/photographing is done in close cooperation with the church/project staff and/or the missionaries in the field.*

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# Annual Plan Upcoming Year

Please present the annual plan for the upcoming year. If there are any changes from the original application, please explain.

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_