Annual Report Cover Letter

Checklist, Cover Letter and Comments from Field Coordinator, Controller and Advisor

# Facts about the Project

|  |  |  |
| --- | --- | --- |
| Project title | |  |
| Project number | |  |
| Reporting year | |  |
| Project period | |  |
| Department in NMS | |  |
| Country | |  |
| Responsible partner | |  |
| Project leader/coordinator | |  |
| Reports received date | Narrative: |  |
| Financial: |  |

## Key Numbers

|  |  |
| --- | --- |
| Amount sent from NMS according to payment orders |  |
| Amount received according to the financial report |  |
| Amount received from other partners to project according to financial report |  |
| Funds not used per 31.12. (surplus in the report) |  |

# Checklist

If the project involves more than one subproject, please make sure that the requested information is reported for all subprojects.

## Narrative Report

*Please make sure that the report includes all the following elements:*

|  |  |
| --- | --- |
|  | Comments: |
| Description of the activities |  |
| Description of the results |  |
| Assessment of whether or not the project is on track to fulfil the project goal and objectives |  |
| Description and explanation of any changes of original project plans |  |
| Description on how the project is working on the crosscutting issues:   * Gender equality and women empowerment * Conflict sensitivity * Environment sustainability and climate change |  |
| Is the project run by or part of an institution? Is the annual report for institutions attached? |  |
| Is the narrative and financial report coherent and linked? |  |
| Only Digni Projects: | |
| Description of internal and external risk factors that affected the project. |  |
| Has the correct format been used? |  |
| An overview of recent reviews/evaluations (if any) carried out in the project and a description of how these contributed to learning and improvement of the project. |  |

## Financial Report

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| --- | --- |
|  | Comments: |
| Amount sent equals amount received reported by the project? |  |
| Are all the funds received used on per 31.12 on the approved activities? |  |
| Is there printout from the accounting system attached to the report. |  |
| Is the correct NMS template used? |  |
| Are the correct budget numbers added in the financial report? |  |
| The report is signed by the accountant and the responsible of the project. |  |
| Only Digni projects: | |
| Correct Digni-template used? |  |
| Are all deviations (10% over/under or 30 000 NOK) from the budget explained? Are the explanations sound? |  |
| Is the sheet “Notes” filled out? |  |
| Is the sheet “Balance” filled out? |  |
| Short narrative added in the financial report, sheet “Short narrative” |  |
| Is “Final accounts”-sheet dated and signed? |  |

# Summary of the Project

*Please give a summary of the project report for this year describe any significant changes and or deviations. Approx. half a page.*

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# Comments from Field Coordinator

*Please give your recommendations, concerns or other comments regarding this project? Challenges or changes in the partner organization/church that affects the project?*

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| Reviewed by: |  |
| Date and place: |  |

# Comments from Advisor

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| Reviewed by: |  |
| Date and place: |  |

# Comments from Controller (only Digni)

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| --- | --- |
|  | |
| Reviewed by: |  |
| Date and place: |  |

# Comments and Approval from Department Leader

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|  | |
| Approved by: |  |
| Date and place: |  |