

## INTERIM REPORT

## INTERNATIONAL PROJECTS

### ORGANISATION NAME

INSTRUCTION TO INTERIM REPORT

The interim report should be maximum two pages long (excluding annexes), give a brief update of implementation so far and describe potential deviations from plan. If revisions of project documents are needed, a request should be sent separately to Radiohjälpen. The headings below are not to be changed.

1. SUMMARY

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| 1.1 NAME OF THE PROJECT | 1.2 COUNTRY |
| 1.3 PROJECT NUMBER | 1.4 ACTIVITY PERIOD |
| 1.5 RADIOHJÄLPEN FUNDRAISING CAMPAIGN | 1.6 APPROVED AMOUNT FROM RADIOHJÄLPEN |
| 1.7 REPORTING PERIOD OF INTERIM REPORT | |
| 1.8 FOCAL POINT AT ORGANISATION IN SWEDEN | 1.9 EMAIL TO FOCAL POINT IN SWEDEN |

2. PROJECT UPDATE

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| 2.1 **BRIEFLY** DISCRIBE HOW IMPLEMENTATION HAS PROGRESSED TO DATE AND OUTLINE KEY OVERALL ACHEIVEMENTS DURING THE REPORTING PERIOD |
| 2.2 HAS THE PROJECT SO FAR BEEN IMPLEMENTED **ACCORDING TO PLAN**?  YES  NO  *Describe major deviations from plan and its possible effect on project and achievement of planned goals. This can be related to the results framework, budget, risk analysis, target group, implementation area, or other key project aspects. Please note that any revisions of project documents should be sent in to Radiohjälpen separately.* |

3. COOPERATION AND MONITORING

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| 3.1 BRIEFLY DESCRIBE HOW THE COOPERATION BETWEEN APPLYING AND IMPLEMENTING ORGANISATION IS PROGRESSING, DESCRIBE IF ANY CHALLENGES OR DEVIATIONS FROM PLAN HAS OCCURRED |
| 3.2 HOW HAS THE PROJECT BEEN MONITORED SO FAR? HAS THE **MONITOR**ING BEEN CARRIED OUT AS PLANNED?  YES  NO  *Briefly comment on monitoring to date, describe any deviations from plan and their possible effect on the project.* |

4. FINANCIAL INTERIM REPORT

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| 4.1 BRIEFLY **COMMENT** ON THE FINANCIAL INTERIM REPORT, IS THE SPENDING SO FAR IN LINE WITH PLAN?  *Annex a financial report including actual costs for the reporting period. Deviations should be explained and motivated.* |

5. COMMUNICATIONS MATERIAL

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| 5.1 BRIEFLY DESCRIBE THE COMMUNICATIONS MATERIALS SHARED WITH THE INTERIM REPORT  *Annex 3-5 photos/other communications material as per instructions in project/partner agreement.* |

6. ANNEX

**ANNEX 1:** Financial Interim Report

**ANNEX 2:** 3-5 Photos and/or other communications material

SIGNATURE

Jag intygar genom att kryssa i denna ruta samt genom min signatur att informationen angiven i rapporten är korrekt samt att jag har fullmakt att översända rapporten i min organisations namn. Genom undertecknande av denna rapport är organisation införstådd med att viss information sparas för att möjliggöra uppföljning och dialog gällande den verksamhet som givits stöd av Radiohjälpen.

|  |  |
| --- | --- |
| PLACE | DATE |
| NAME IN BLOCK LETTERS | TITEL |
| SIGNATURE |  |