

Documents to prepare for a successful report

Gather these items before drafting your narrative and financial implementation report.

- 1** The funding agreement and its annexes
- 2** The approved initial budget, line by line
- 3** The activities actually delivered, with dates
- 4** The lists of beneficiaries reached
- 5** The values recorded for every indicator
- 6** Invoices, receipts and proofs of payment, filed
- 7** Local contributions and in-kind support
- 8** Photographs, meeting minutes and testimonies
- 9** A written explanation of every variance from plan
- 10** Remaining actions and the next funding instalment