



## Progress Report Format - Matra Programme

<b>1. General project information</b>	
Project name	
Project activity number	
Area	<p>Please indicate:</p> <ul style="list-style-type: none"><li><input type="radio"/> Law, legislation and the judiciary;</li><li><input type="radio"/> Public administration and good governance;</li><li><input type="radio"/> Media (freedom, literacy and pluralism);</li><li><input type="radio"/> The workings of (parliamentary) democracy;</li><li><input type="radio"/> Building resilient (civil) societies;</li><li><input type="radio"/> Climate and sustainability.</li></ul>
City and region in which the project is implemented	

<b>2. Details of <i>applying organization/applicants</i></b>	
Name	<i>Both in Turkish and English</i>
Address	
Telephone	
E-mail	
Contact person	<i>(Name of the person who has the right to sign the contract + contact person)</i>

<b>3. Project results</b>	
Duration of the project	<i>... days / weeks / months – report any difference from initial planning</i>
Reporting Period	
Starting date- Ending date	
Current situation after the implementation of the project	<i>Compare with situation at beginning of the project</i>
Project activities	<i>Report on the basis of the activities stated in the application form</i>
Main outputs of the project	<i>Report on the basis of the expected outputs stated in the application form</i>

	<p><i>Please give concrete outputs (services and products)</i></p>
Main outcomes of the project	<p><i>Report on the basis of the expected outcomes stated in the application form</i></p> <p><i>Please give concrete outputs (changes and effects for the target group)</i></p>
If applicable: To what extent has the activity contributed to the following cross-cutting themes during the reporting period: <ul style="list-style-type: none"> <li>• Gender</li> <li>• Climate change</li> </ul>	
<ul style="list-style-type: none"> <li>• Risk factors in reporting period</li> <li>• Does the contract party take appropriate measures to prevent harm to (vulnerable) people involved in the activity by their staff or implementing partners, such as sexual exploitation, harassment or abuse (SEAH)?</li> </ul>	<p><i>Report on the basis of the risk factors stated in the application form &amp; include explanation on the SEAH approach and (if applicable) encountered problems.</i></p>
Follow up after project & lessons learned	
General overview of the budget	<p><i>Report on the basis of the budgets stated in the application form</i></p>

Please send this form to one of the following addresses depending on the location of your head office:

NB. Progress and final reports have to be drawn up in *English*.