

## Guidelines for Narrative and Financial Reporting

### Introduction

Project reporting is designed to benefit first and foremost you as project team. It should enable you to review challenges and changes that you have been facing during the project implementation. It enables you to compare what you had planned and what you actually achieved. Furthermore, it shall help you to reflect on the lessons you learned and the sustainability of the project.

At the same time, we as “Aktion Minibrot” are accountable to our donors, who are entrusting us with their money. This is why we require the following specific information regarding your project:

- a. A final **narrative report** to be submitted at the end of the project funding period,
- b. A **financial report** with the receipts and payments,
- c. a brief **overview of activities** (form “achievement of project objectives” chapter 2.4) implemented.

There might be the need of changes in the course of the project. For the sake of transparency, we expect you to report any changes of the proposed project to the implemented project.

In case of splitted payments (which is the case for a project duration of more than 12 month), “Aktion Minibrot” requests an interim report.

Please ensure that the final report is as meaningful, concise and precise as possible. To elaborate the narrative report, please proceed with the questions in the column on the right-hand side of the table. Please answer all the questions that are applicable to your project.

This form can be filled in on a PC or in printed form by hand. Please number the pages of the documents. Insert your project reference number on every page.

“Aktion Minibrot” reserves the right to monitor and visit the projects personally.

We expect to receive all reports by **no later than 6 months after the end of the implementation period** to which they relate. If an interim report is received after this deadline, disbursement of a next instalment may be delayed.

If the final report will be delayed by more than 12 months, or remains incomplete, the applicant will be blocked for further project funding.

<b><u>Project title:</u></b>	
<b><u>reference number:</u></b>	
<b>1.1 Applicant:</b> (e.g. organisation, parish, institution, congregation...)	
Name:	
Postal address:	
Country/region/ province	
e-mail:	
Phone:	
<b>1.2 Contact person:</b> (single person)	
Name:	
Postal address:	
e-mail:	
Phone:	
Scope of duties and position:	
<b>1.3 Deputy/vice Contact person:</b> (another single person)	
Name:	
Postal address:	
e-mail:	
Phone:	
Scope of duties and position:	

### 1.4 Other staff members/responsible project team (please complete the list below)

Name	Surname	Gender (m/f)	Age	Responsibility in project	Formal qualification	Employment status regarding the project (please mark)
						Payroll Voluntary Freelance
						Payroll Voluntary Freelance
						Payroll Voluntary Freelance
						Payroll Voluntary Freelance
						Payroll Voluntary Freelance
						Payroll Voluntary Freelance
						Payroll Voluntary Freelance
						Payroll Voluntary Freelance

If more space is needed please extend the table.

## 2. NARRATIVE REPORT

### 2.1 Project environment

Were there any positive or negative changes concerning the wider or specific project environment (i.e. natural disaster, inflation, changes in personnel, situation of the target group, ...) that influenced the implementation of your project?

No

Yes: Please describe the changes and how they affected the project implementation.

Did you react on the changes? If yes, how did you modify your project?

## 2.2 Aid principles

You will find all aid principles of Aktion Minibrot mentioned in the guidelines of Aktion Minibrot (Chapter 2) on the left side of the table separately. Please react to each question. It will help the decision team to understand the fulfillment.

<u>Aid principle</u>	<u>Questions</u> that explain by which means you fulfill this aid principle.
<p><b><u>Partnership-based cooperation:</u></b>            “Projects are developed and devised by young people working together as partners. The entire project team is responsible, among other things, for the financial administration of the project. During the development of the project, partners are supported by the KLJB at the Archdioceses of Paderborn. The KLJB follows a transparent and</p>	<p>1. How do you evaluate the cooperation within your project team?            2. Did things go as you had planned?</p>

<p>consistent decision-making process for the project application.” (copied from our guidelines compare chapter 2)</p>	<p>In case you involved the direct beneficiaries in planning, implementing and monitoring the project:</p> <ol style="list-style-type: none"><li>1. Was it possible to include the feedback in the course of the project?</li><li>2. How did the participation influence the project?</li></ol> <p>In case you collaborated with any institutions/organizations:</p> <ol style="list-style-type: none"><li>1. Please mention the Institutions and organizations.</li><li>2. How did cooperation with other actors in the project area unfold?</li><li>3. Did things go as you had planned?</li><li>4. What contributions did they make to the project?</li></ol> <p>Were there any challenges in fulfilling the aid principle of partnership-based cooperation? Please explain.</p>
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	<p>Were there any challenges in fulfilling the aid principle of improvement of the situation of children, adolescents and young adults? Please explain.</p>
<p><b><u>Sustainability:</u></b>          “The project should be suitable for the promotion of sustainable development. This involves three key elements:          The project should place <i>equal</i> emphasis on an ecological, social and economic balance.          The project may serve to satisfy the needs of the current generation only insofar as the needs of the next generation are not negatively affected.          As a rule, projects are funded on a non-recurrent basis. It is desirable that the project will be</p>	<p><b><u>Social sustainability</u></b>          To what extent has responsibility for project implementation gradually been handed over to third parties (e.g. direct beneficiaries/target group)?</p> <p>How do you make sure that the people involved permanently feel responsible for the project?</p>

<p>continued after funding has ended. In particular, assets and materials specially purchased for a particular project should continue to be used for the objective of the project beyond completion thereof." (copied from our guidelines compare chapter 2)</p>	<p>How do you make sure that the acquired knowledge/experience is passed on and spread?</p> <p>To what extent will the achievements remain sustainable for the beneficiaries without further project support?</p> <p>How do you make sure that what was purchased will be used for the common good?</p>
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If the intention of the project was to produce goods:

1. Please list the goods.
2. How was the expected market for selling so far?
3. How do you estimate the demand to evolve in the future?  
Please explain in detail.

**Ecological sustainability**

How do you make sure that your project implementation and the outcomes are in harmony with the preservation of natural resources (integrity of creation)?

**In general**

Were there any challenges in fulfilling the aid principle of sustainability? Please explain.

	<p><del>FÄ</del> How do you see your project to look like in five years? <del>GÄ</del> Which achievements would you like to see in five years?</p>
<p><b><u>Empowerment and education:</u></b>          “The project design should ensure that the target group of the project receives encouragement and motivation. The aim of the projects is to help place the project target group in a position where the members of the group can improve their lives and social living conditions. Encouragement of educational activities plays a particularly important part in this.” (copied from our guidelines compare chapter 2)</p>	<p><b><u>Professional skills</u></b>          What exactly did the participants learn with regard to professional and practical skills (e.g. bee-keeping methods, how to make a budget plan, etc.)?</p> <p><b><u>Social competences</u></b>          What kind of competences/soft skills did you as the project team learn (e.g. use of individual competences in a team, networking, leadership skills ...)?</p>

What kind of social capacities (e.g. communication, motivation, solidarity, problem-solving-abilities, ...) did the beneficiaries gain and how?

**In general**

~~FA~~ How did the project contribute to empower the young people in their rural communities?

~~GA~~ Have you already experienced an improved perception of youth as committed agents for rural development?

Please explain.

Were there any challenges in fulfilling the aid principle of empowerment and education? Please explain.

<p><b><u>Development in rural areas:</u></b> “The KLJB is a youth organisation active predominantly in rural areas; its aim is to strengthen the rural living space through its projects. Therefore, the KLJB only supports projects whose centre of attention is the countryside.” (copied from our guidelines compare chapter 2)</p>	<p>To what extend did your project contribute to the improvement of the living conditions in your particular rural area (e.g. community life, infrastructure, perspectives for rural youth, ...)? Explain the positive effects.</p> <p>How do you communicate about your project to the public in your village or region?</p> <p>Were there any challenges in fulfilling the aid principle of development in rural areas? Please explain.</p>
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<p><b><u>Equal rights for women and men, volunteers and full-time participants:</u></b> “It has to be ensured that both men and women, volunteers and full-time participants actively participate on the project management level and in the target group of the project. All decisions that have a major impact on the project must be taken jointly.” (copied from our guidelines compare chapter 2)</p>	<p>Please hand in the completed participant list (you received a form with the project proposal or download here: <a href="https://www.kljb-paderborn.de/internationales/aktion-minibrot/">https://www.kljb-paderborn.de/internationales/aktion-minibrot/</a> (see above, “Improvement of the situation of children, adolescents and young adults”)</p> <p><i><u>If a participant list is not available, fill in the following:</u></i></p> <p><u>Number of direct beneficiaries being men/women:</u></p> <p>Male: <input type="text"/> female: <input type="text"/></p> <p><del>FA</del> How do you evaluate the access to the project for male and female?  <del>GA</del> What kind of participation barriers occurred?  <del>HA</del> How did you manage to reduce these barriers?</p> <p>Were there any challenges in fulfilling the aid principle of equal rights for women and men, volunteers and full-time participants? Please explain.</p>
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<p><b>Transparency</b>          “Both the applicants and the KLJB at the Archdioceses of Paderborn agree that they will ensure the greatest possible transparency. Application of the funds and the aims and effectiveness of the aid granted should be accounted for on a yearly basis.”          (copied from our guidelines compare chapter 2)</p>	<p>How do you think about the transparency of the Aktion Minibrot and the communication between us?          What was most helpful?          What was missing?  <i>Your constructive criticism will provide us with important feedback. We will use this information to continue improving our work with partner organisations.</i></p> <p>Were there any challenges in fulfilling the aid principle of transparency? Please explain.</p>
<p>Catholic youth association is committed to a <b>view of men defined by Christian values</b>. One objective of the aid programme is to strengthen the dignity of every single person and to respect and take every</p>	<p>How did the implementation of the project contribute to strengthen the human dignity of the beneficiaries in your community?</p>

<p>person seriously regardless of his or her way of life." (copied from our guidelines compare chapter 2)</p>	<p><del>F</del> How did you make sure that everybody was able to contribute his/her strengths and talents to make the project successful? 2. How did you deal with the weaknesses of team members and beneficiaries?</p> <p>How was the commitment of the project team and the beneficiaries appreciated?</p> <p>Were there any challenges in fulfilling the aid principle of commitment to Christian values? Please explain.</p>
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### 2.3 Aid focal points

(one of these has to be fulfilled – for further description have a look at our guidelines!)

work with children, youth, adolescents	yes no
Vocational training	yes no
Ecology and maintenance of creation	yes no
Development in rural areas	yes no

### 2.4 Achievement of project objectives

Please fill in the table listed below. If the given space is not enough, please add.

Objectives	Indicators	Planned activities	Implemented activities	Achievements	Comments/Changes
The project objective should represent changes in the lives or behaviour of the target groups; they should already be visible at the end of the project. <i>(Please mention a few key project objectives and specify in a short sentence)</i>	Indicators are measurements of the results, which will be used to evaluate if the project is moving in the right direction guided by the objectives.	<i>(Please write down the activities mentioned in the project proposal)</i>	activities, trainings and actions, which took place as part of the project	Effects on the project group, community, environment (directly after finishing the project) when they start using the products, services and skills, which make a change in their lives.	<i>(Please describe all changes made in the project implementation)</i>

<p><b>Example:</b> Empowerment and income-generating activities of rural youth to improve their livelihood in Flower Valley and Tree Hill</p>	<p>1. 100 young people are trained on goat rearing 2. Increase of rearing capacity by 30% (From 50 to 65 goats per year)</p>	<p>1. • Promotion of training • 1 Training in Flower Valley • 1 Training in Tree Hill 2. • Buying goats • Building stables • Breeding process</p>	<p>1. • Promotion of training • 1 Training in Flower Valley 2. • Buying goats • Building stables • Breeding process</p>	<p>• Increased knowledge on goat rearing in the community of Flower Valley • Development of a network of goat breeders in the region • More economic options for youth in the villages • Improved livelihood of youth in the region</p>	<p>• No training in Tree Hill, because of a flood, which destroyed the livelihood of local farmers</p>
Objectives	Indicators	Planned activities	Implemented activities	Achievements	Comments/Changes


\*If the space is not enough please extend the table on an extra sheet.

## 2.5 Action Plan (including time table)

Please hand in an action plan that shows the actions being done during the project. You will find the form for download on <https://www.kljb-paderborn.de/internationales/aktion-minibrot/>

Were there any changes concerning your action plan (including time table) you handed in when asking for funds? Please mention the changes and explain why the changes were necessary in detail.

## 2.6 Lessons learned

What are the lessons learned from planning, implementing, monitoring and evaluating the project?

**Please add some short interviews or statements (quotation from at least one project team member and from one participant)**

Statement 1

Statement 2

### 3. Media documentation

1. What kind of media documentation did you attach to this final report? (please add as much as possible; at least two pictures have to be send to us).

1b) If you conducted a training, please add a photo of the workshop agenda.  
 You can send it via email or use the Minibrot Whats App account.

- Pictures
- Videos
- Testimonials
- Flyers
- Leaflets
- Posters
- Others:

### 4. FINANCIAL REPORT

#### 4.1 Total Amount received: Total Amount requested:

in your local currency:

Date of credit entry in the project account: \_\_\_\_\_

#### 4.2 Local contribution (see 2.1 in project proposal):

(minimum: 10% of the total costs)

voluntary work:	Yes		accommodation:	Yes
	No			No
Participants fees:	Yes		food:	Yes
	No			No
Materials:	Yes		others:	Yes
	No		_____	No

1. Please describe the local contribution you ticked off above.
2. If the local contribution has been done through voluntarily work it is important to explain the nature of that contribution in detail.

Are there any changes in the contribution in respect to your project proposal and why?:

### 4.3 Financial Report

Please fill in the tables below. If you need extra space or you like to work with Microsoft Excel please download the table here: <https://www.klib-paderborn.de/internationales/aktion-minibrot/>

#### **Budget Income**

Please always list budget incomes and expenses in local currency

##### **a) Funds from Aktion Minibrot:**

		<i>date of receipt</i>	<i>amount in your local currency</i>
1st payment			
2nd payment*			
3rd payment*			
		<b>total</b>	

\*only if applicable e.g. in case payment was splitted into instalments

##### **b) Third party/outside donor:**

		<i>amount in your local currency</i>
Name of organization		
Name of organization		
		<b>total</b>

##### **c) Local contribution**

	<i>amount in your local currency</i>
	<b>total</b>

<b>Total Project Budget (a+b+c)</b>	
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<b>4.4 Costs/expenses</b>				
<b>Budget Plan</b>				
<i>Check that the following costs have equivalent position numbers as in your project proposal</i>				
Position (fill in/list below)	No of units	unit costs	total costs	<i>(please mark with a cross if yes or no)</i> receipt attached**
<b>1. Human Ressources (e.g Lecturer, teaching fees for external experts, ... )</b>				
1.1				yes no
1.2				yes no
1.3				yes no
...				yes no
...				yes no
<b>2. Material costs (e.g. paper, books, devices, ...)</b>				
2.1				yes no
2.2				yes no
2.3				yes no
2.4				yes no
2.5				yes no
2.6				yes no
2.7				yes no
2.8				yes no
...				yes no
...				yes no
<b>3. Boarding/lodging (e.g. rent, accomodation and food)</b>				
3.1				yes no
3.2				yes no
3.3				yes no
...				yes no
...				yes no
...				
<b>4 Transportation (car hire, driver, petrol,...)</b>				
4.1				yes no
4.2				yes no
4.3				yes no
...				yes no
...				yes no
...				

5. Administration (e.g. telecommunication, internet, ...)					
5.1				yes	no
5.2				yes	no
5.3				yes	no
....				yes	no
...				yes	no
6. Others (all items/positions that are not assigned yet.)					
6.1				yes	no
6.2				yes	no
6.3				yes	no
....				yes	no
...				yes	no
			<b>total costs/ expenses</b>		

*\*\*For each position you are not able to hand in receipts explain why it is not possible. Please use the space provided in bullet 4.7 in the form final report.*

**Balance**

<i>(please calculate)</i>	<b>Budget income - Costs/expenses =</b>	
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**4.5 Deviations**

Please answer the following questions if appropriate:

- a) If the **total costs/expenses differ by more than 20% from the requested funds**, please explain the reason for the deviation in detail.



- b) If the balance between budget income and costs is positive, please explain how you will use the remaining funds in the project.

#### 4.6 Receipts

1. Please add **the receipt for all costs** you mention in the financial plan (see 4.4) to this report and add the position number as shown in the table in 4.4 to the receipt.
2. For each position you are not able to hand in receipts explain why it is not possible in detail.

Please make sure the position/item is listed in the financial report and use the same terms for the positions you used in the table in 4.4.

#### 5. Signatures

The final report must be signed by at least two responsible persons of the project. In case of church associations or parishes at least one person should be a layperson!

Date and Signature:

Date and Signature:

If available: stamp of the institution/organization/group....:

**Attachments:**

Checklist:

Participant list

Plan of activities

Respectively: photo of workshop schedule

Financial plan

all receipts

Media documentation

signature and stamp