Date dd/mm/yyyy.

**Information about the activities planned during** Specify month and year**.**

**This form is used to monitor activities carried out by the grantee and to help KCSF plan field visits and support actions.**

Grantee *and* Contract number

Person submitting the form and their position

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Activity** | **Target groups** | **Priority for Monitoring Visit\*\*** |
| Date | Time | Cultural Center, MitrovicëAddress: xxxx | Artisanal Fair | Women, youth, etc. | Visit recommended |
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*\* Provide information for the upcoming month(s). Do not copy information from the activity plan.*

*\* Delete the example and add rows if necessary.*

*\* If the date, time, and/or location are not final, submit a tentative plan.*

*\* For activities that will take place throughout the month(s), please write 'throughout the month(s)' in the date column.*

*\*\* This column helps KCSF, SDC, and Sida plan field monitoring based on the importance and necessity of the reported activities. KCSF, SDC, and Sida reserve the right to attend activities even if they are not recommended by the grantee. In such cases, the grantee will be informed.*