**Annex 2:**

Quarterly Report

**Quarterly Report**

(We encourage you to **not exceed 2 pages**, unless there is very important information you wish to share with us.)

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| **Description** |
| Project/Program Title: | Click or tap here to enter text. |
| Grantee: | Click or tap here to enter text. |
| Contract number: | Click or tap here to enter text. |
| Reporting Period: (dd/mm/yyyy-dd/mm/yyyy)  | Click or tap here to enter text. |
|  The report was prepared by: | Click or tap here to enter text. |
| **1. CONTEXT AND DEVELOPMENTS IN YOUR FIELD OF WORK** |
| * **What significant developments have occurred in your area of work during this period?**
	+ Is there any legal, political, economic, or social change affecting your work?
	+ Has there been any important debate, new research report, or development during this period?

Click or tap here to enter text.  |
| * **How do these developments impact your work and the project's objectives?**
	+ Is there a need to adjust your strategy due to these developments?
	+ Are there any specific actions you are taking to respond to these changes?

Click or tap here to enter text.  |
| **2. PROGRESS AND ACHIEVEMENTS** |
| * **Key results of this period**
	+ What were the most important results and how do they align with the objectives of the project?
	+ Is there any concrete evidence (indicators, success stories, statistics) that supports this progress?

Click or tap here to enter text. |
| * **Citizen Participation and Engagement**
	+ How have citizens been involved and what were the results of this involvement?
	+ Is there any marginalized group that has been engaged during this period?

Click or tap here to enter text.  |
| * **Challenges and Opportunities During This Period**
	+ What were the most significant challenges and how were they managed?
	+ Have there been any new opportunities that have arisen during this period?

Click or tap here to enter text.  |
| * **Changes in Approach/Methodology or Budget**
	+ Have there been any changes to the initial work plan?
	+ What caused these changes, and what impact do you anticipate they will have?

Click or tap here to enter text.  |
| **3. PLANNING FOR THE UPCOMING QUARTER** |
| * What are the key activities planned for the upcoming quarter?
* Are there any challenges or opportunities that may impact implementation?

Click or tap here to enter text. **4. FINANCIAL DATA** |
| **Total amount of funds received to date** | Click or tap here to enter text. |
| **Total amount of funds spent to date** | Click or tap here to enter text. |
| **Remaining amount of funds in your bank account** | Click or tap here to enter text. |
| **Is there any discrepancy with the initial budget?** * If yes, please explain the reason and how it will be addressed. Click or tap here to enter text.
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