

**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. | |