

**Annex 5:**

Final Narrative Report

**Final Narrative Report**

(max 15 pages)

This report should be completed by the person responsible for managing the grant. The final version of the report, approved by KCSF, must be signed by the Executive Director (who represents the grant recipient in the grant contract) and submitted via email.

The information provided below must align with the financial information presented in the financial report.

Please type the report on a computer. Handwritten reports will not be accepted.

Please expand the paragraphs in the report as necessary and add any additional information you deem important.

KCSF will reject any incomplete or poorly drafted reports.

\* After drafting the report, the above instructions may be deleted.

|  |  |
| --- | --- |
| **1. Description** | |
| **1.1** Contract Number: | Click or tap here to enter text. |
| **1.2** Grant Recipient Name: | Click or tap here to enter text. |
| **1.3** Project/Program Title: | Click or tap here to enter text. |
| **1.4** Grant Start and End Dates (dd/mm/yy - dd/mm/yy): | Click or tap here to enter text. |
| **1.5** Overall Objective of the Project/Program: | Click or tap here to enter text. |
| **1.6** Project/Program Results: | Click or tap here to enter text. |
| **1.7** Local/Central Level: | Click or tap here to enter text. |
| **1.8** Geographic Coverage of Activities: | Click or tap here to enter text. |
| **1.9** Total Contracted Amount: | Click or tap here to enter text. |
| **1.10** Total Amount Spent: | Click or tap here to enter text. |
| **1.11** Was any request for reallocation approved? If more than one, please indicate the number: | Click or tap here to enter text. |
| **1.12** Name and Position of Contact Person: | Click or tap here to enter text. |
| **2. Assessment of Implemented Project/Program Activities** | |
| **2.1 Overall Project/Program Summary and Progress** (Please provide a general summary of the project/program, the progress made toward achieving the overall objective, and the context in which the activities have been implemented. How has your work impacted the intended beneficiaries so far? What are the specific changes observed at the individual, community, or institutional level?)  Click or tap here to enter text. | |
| **2.2 Achieved Results** (Describe the situation before the project/program began and the changes made (and impact, if possible) during implementation, based on the project/program results presented in the logical framework. Elaborate on the results for the target group and the area of implementation, and provide information on the total number of direct and final beneficiaries.)  Click or tap here to enter text. | |
| **2.3 Key Achievements** (Identify and briefly explain the three main results you are most satisfied with, which have brought about significant changes in the area of the project/program intervention. When elaborating on each result, explain the concrete changes observed for the target group of beneficiaries or individuals within those groups.)  Click or tap here to enter text. | |
| **2.4 Success Stories** (Identify and explain the most prominent success story(ies) that occurred as a result of the project/program.)  Click or tap here to enter text. | |
| **2.5 Has there been any change in the proposed implementation methodology and approach?** (If yes, what changes were made, and did they have any implications for the project/program?) **Have you encountered any challenges or difficulties during the implementation of the grant?**  Click or tap here to enter text. | |
| **2.6 Implemented Activities and Results** (Describe the activities of the project/program based on the final activity plan. Additionally, explain how the project/program was received by the target beneficiaries.)  Click or tap here to enter text.   |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Activity Objective** | **Achieved Result** | **Citizen Engagement** | |  |  |  |  | |  |  |  |  |   If any activity was not implemented in accordance with the logical framework, activity plan, and budget, please specify the reason and the actions taken. Provide details, including any delays or cancellations of activities, and how they were addressed. | |
| **2.7 Activities Not Implemented** (Please indicate any activity planned in the activity plan that was not implemented and explain the reasons for this.)  Click or tap here to enter text. | |
| **2.8 Unplanned Activities** (Explain any other activity that was implemented but was not foreseen in the activity plan.)  Click or tap here to enter text. | |
| **2.9 Evaluation from Participants** (What were the evaluations and comments from participants? Please summarize the results and feedback received, including those from beneficiaries. Beyond general evaluations and comments, when possible, provide a critical and analytical approach based on the evaluations and comments received.)  Click or tap here to enter text. | |
| **2.10 Monitoring** (Please describe the methods of monitoring the implemented activities, focusing on specific indicators related to the achieved results.)  Click or tap here to enter text. | |
| **2.11 Difficulties and Risks** (If applicable, describe the difficulties and risks encountered during the implementation of the project/program, the measures taken, and recommendations for the future. When applicable, please identify risks related to climate and environmental issues, gender equality, corruption, mismanagement of finances, and human rights.)  Click or tap here to enter text. | |
| **2.12 Lessons Learned and Challenges** (List the key lessons learned and the challenges encountered during the implementation of the project/program.)  Click or tap here to enter text. | |
| **2.13 Visibility and Engagement with Citizens/Public** (Explain the actions taken to ensure visibility and engagement with citizen groups/public. Were social media, websites, traditional media, etc. used? What was the key message conveyed, and which groups were targeted? How was the public or citizens involved in your activities? Was there active participation or interaction from citizens in the project activities? Has there been any change in public perception of the issues addressed by your project?)  Shëno këtu. | |
| **2.14 Materials/Publications** (Please list all materials/publications produced as part of the project/program and provide the link.)  Click or tap here to enter text. | |
| **2.15 Sustainability** (Do you plan to continue your work in the same thematic area? If yes, how and in which geographical area do you plan to do this?)  Click or tap here to enter text. | |
| **3. Partners and Other Forms of Collaboration** | |
| **3.1** Briefly explain your relationship with the public institution, organization, or other entities you have collaborated with. Has the approach of the central/local institution changed, including their approach to the issue being addressed? (if applicable)  Click or tap here to enter text. | |
| **3.2** How would you evaluate the collaboration with the KCSF officer responsible for your grant, as well as the overall collaboration with KCSF?  Click or tap here to enter text. | |

**Financial Report**

For reporting purposes, following the example below, please add a column for the budget spent and the remaining balance in the budget in the Excel format, the final version (contracted).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget** | | | | | | | |
| No. | Category | Unit | No. of units | Price per Unit | Total Amount | **Budget Spent** | **Remaining Balance** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Project/Program Results**

(To be attached to each narrative report)

*Please complete the logical framework table in the Excel format by adding an additional column in section B - Results, titled* ***Achieved Value****, next to the* ***Target Value*** *column, and list the indicators achieved during the reporting period.*

*Similarly, add an additional column titled Status in section C - Activities. For each activity, indicate whether the activity is* ***Completed, Pending (to be completed during the next reporting period), or Delayed (in case of delays).***