

EEA Grants Norway NGO Malta Programme

**Interim Project Report**

Report to be compiled by the Beneficiary organization

This interim report is designed to assist in the evaluation of the qualitative objectives of this project. This will assist the Fund Operator to identify the extent to which the objectives of this project were reached. In addition to this technical report, the beneficiary is requested to compile the financial report denoted as Annex 1.

1. **Project Details**

|  |  |
| --- | --- |
| Date of Interim Report |  |
| Quarterly Period  |  |
| Project Reference Number[[1]](#footnote-1) |  |
| Project Title |  |
| Beneficiary |  |
| Date of Grant Agreement |  |
| Total Eligible Project Cost |  |
| Total Eligible Disbursement for the Reporting Period [[2]](#footnote-2) |  |
| Toral Eligible Project Costs Incurred and Paid To-Date [[3]](#footnote-3) |  |
| Project Start Date[[4]](#footnote-4) |  |
| Project End Date |  |

* 1. Non-Technical Summary of the Project[[5]](#footnote-5)

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| --- |
| Please include a short non-technical summary of the project.(max. 200 words) |
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1. **Project Implementation**
	1. Narrative of Project Objective to date. Extent to which project has achieved its aims up to interim report stage *(detailed description*)

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| Please provide a written account of what the project has implemented to date as well as project objectives achieved since the start of the project (or since last quarterly report) |
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##  2.2 **Implementation schedule**

Indicate the Project timeline to date and progress towards achieving results highlighted

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| --- | --- | --- | --- | --- |
| **Calendar Date/Month**  | **Actions Proposed ( as set out in Proposal)** | **Actions undertaken ( based on actual activities)** | **Expected Results** | **Progress towards achievement of results (quantitative or qualitative)** |
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2.3 **Project relevant outcomes and indicators**

Please indicate progress towards achieving outcomes of the project for the reporting period

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| --- | --- | --- |
| **Expected Outcome/s***[as stated in project proposal]* | **Output Indicator***[as stated in project proposal]* | **Indicator value** |
| **Baseline***[as stated in project proposal]* | **Target***[as stated in project proposal]* | **Progress towards target indicators to date***[quantitative and/or description/explanation]* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| … |  |  |  |  |

1. **Detailed description of problems encountered in the implementation of the project for the reporting period and mitigation thereafter.**

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| List down the difficulties and challenges encountered during implementation of the project to date. Also list down any administrative, management and monitoring changes, if any, present during the project implementation to date and how these changes may affect the project’s output. Also highlight any financial implication. An explanation of how these were addressed should also be included.  |
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1. **Publicity and Visibility**

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| Kindly list all the documents, leaflets, booklets, websites, press releases and other visibility tools that publicised the Fund during the reporting period. Please attach the publicity and visibility material you have in hand in relation to the project issued.  |
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1. **Overall Assessment of the Project to date.**

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| **Authorised Representative of the Organisation** | **Authorised Representative of the Organisation** |
| Name (Block Letters**),** stamp and position of competent authority | Signature |
| **Date:** |

1. Please insert the reference as indicated in the Grant Agreement [↑](#footnote-ref-1)
2. Amount to agree with relevant financial report [↑](#footnote-ref-2)
3. Being accumulation of costs to-date [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. This section is only applicable for the 1st report. [↑](#footnote-ref-5)