**Annex D**

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**ASEAN CSR Vision 2020 Small Grants Fund**

**Final Project Report**

This report is to be completed by the Implementer **within 1 month** **of the end of the effective date of the implementation of the project.** All Sections should be completed, and this form should be returned to the Project Coordinator in both soft and hard copies.

The final 20% disbursement cannot be made until the Final Project Report has been submitted and received by the Project Coordinator.

This Report must be accompanied by a Financial Report which shall be prepared in accordance with the submitted *Detailed Activity Based Budget (Annex B)*, and includes all original receipts/financial records.

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| **A. Implementing Agency/ Organisation**  *Please spell out in full as the name has been registered and where relevant, only include acronyms after that.* |  |
| **Country, Date of Registration** |  |
| **Legal Entity File Number** *(if available)* |  |
| **Legal Status**  *Please indicate type of your organisation, e..g. National Business Association; NGO; Academic Institution* |  |
| **B. Postal Address of the Organisation** |  |
| **Organisation Email Address** |  |
| **Organisation Telephone** |  |
| **Contact Person for this Project**  *Insert full name, designation and contact details (including phone number & email), postal address (if different from organisation’s postal address).*  *It is also recommended to provide an alternative contact point.* |  |
| **C. Authorised representative/signatory** | *Signature over Printed Name*  *Designation*  *Date* |

**Part 2: Project Summary**

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| **A. Project Title** |  | | |
| **B. Areas (country, city, town etc.) covered** |  | | |
| **C. Planned Start Date** |  | **Actual Start Date** |  |
| **Planned Completion Date** |  | **Actual Completion Date** |  |
| **D. Explain any variance in Start/End dates** |  | | |

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| **E. Short Project Summary** | | | |
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| **F. Project Purpose (use the exact wording from the approved Project Proposal Form)** | | | |
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| **Was the Purpose achieved? If not, give reasons. Please state your sources of information.** | | | |
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| **Did any external factors contribute to the achievement of the Purpose? Please describe.** | | | |
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| **Were there any significant changes made to the project design after the commencement of the project (outputs, activities, budget, duration etc.)? Please describe the changes.** | | | |
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| **G. Please describe any unplanned consequences from the project.** | | | |
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| **Part 3 : Implementation** | | | |
| **Were all the Milestones / Indicators of Success met or achieved as planned, with the planned results? If yes, please note the results. If not, please explain.**  *Add more lines as required* | | | |
| **Milestone Number[[1]](#footnote-1)** | **Result**  *Achieved / Not achieved* | | |
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| **Were all the Outputs delivered as planned, with the planned results? If yes, please note the result. If not, please explain.**  *Add more lines as required* | | | |
| **Output Number[[2]](#footnote-2)** | **Result**  *Delivered / Not delivered* | | |
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| **Were all the Activities completed as planned? If not, please explain.** | | | |
| **Planned Activities [[3]](#footnote-3)** | **Progress**  *Delivered / On track / Not delivered / Not on track* | | |
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| **Was the project completed on Budget?** | | | |
| **Planned Total Cost** | | **Actual Total Cost** | **Variance** *(difference between planned and actual costs)* |
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| **Please explain any variance in planned and actual expenditure, where the difference is greater than 5%.** | | | |
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**Part 4: Sustainability, Risk Assessment & Stakeholder Analysis**

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| **What evidence do you have that the benefits of the project will be sustained? Please describe.** |
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| **What were the three main lessons identified that could be applicable to running this type of project again?** |
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| **We would welcome your feedback and comments on ACN procedures and systems in relation to the project** |
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| --- | --- |
| **Signature** |  |
| **Full Name** |  |
| **Designation** |  |
| **Date** |  |

**For Official Use**

|  |  |
| --- | --- |
| **Programme Manager** | |
| **Are you satisfied that this report is fair and accurate?** | Yes / No *(delete as appropriate)* |
| **Is there a key lesson that ACN has learnt from this Project? Please describe** |  |
| **Following completion of the project, what are the next steps?** |  |

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| --- | --- | --- |
| **Signature** |  | |
| **Full Name / Designation** |  | |
| **Date** |  | |
| **Other Remarks** |  | |
| **CEO Comments: Please add your assessment of the effectiveness of the project** | |
|  | |

1. List all milestones as stated on the approved Project Proposal Form [↑](#footnote-ref-1)
2. List all the Outputs as stated on the approved Project Proposal Form [↑](#footnote-ref-2)
3. Only list the activities (from the approved Project Proposal Form) which were not delivered as planned [↑](#footnote-ref-3)