

## **Annual report of use of discretionary government support; Filling instructions**

**NOTE: Please note that there are the mandatory fields that need to be filled in before the form can be sent to your account in the e-service. Enter '0' in the numbered mandatory fields on which you do not have anything to report.**

### **1. CSO information**

#### *1.1 Organisation's official name*

The organisation's full official name. Write down the recipient organisation's name used in the Register of Associations in Finland.

#### *1.2 Organisation's business ID*

The organisation's business ID.

### **2. Contact person**

2.1. – 2.2 Give the name the person who can respond to questions concerning the project or its reporting.

#### *2.3 Email*

Contact person's email. Enter the email address that can be used to reach the recipient in questions concerning reporting. (NOTE. Only one email address may be given.)

#### *2.4 Telephone*

Use one of the following formats: +XXX (0) 12 345 67 89, +XXX0123456789 or +(XX) 012 345 6789

#### *2.5 – 2.7 Postal address*

Enter the organisation's postal address to which possible decisions or refund invoices relating to the project can be sent.

### **3. Project information**

#### *3.1 Full project name in Finnish*

The project's full title in Finnish.

#### *3.2 Full project name in English*

The project's full title in English.

#### *3.3 Intervention code*

Enter the intervention code (8-digit number). This code identifies the project in the Foreign Ministry's case and information management system and it remains the same throughout all stages of the project.

If you do not have this code, contact the Unit for Civil Society at the Ministry for Foreign Affairs.

#### *3.4 Material's ID in the e-service*

Enter the ID you obtained when you submitted your project application, because it identifies your documents in the e-service. The ID is in the format of year-month-day-000XXXXX. Every time you submit an application for a funding period, you get a different material's ID. It is important that the ID corresponds to the project and the funding period, because the e-service channels the report to the correct project based on this ID.

### **4. Annual report information**

#### *4.1 Reporting year*

Enter the year to which the report applies.

#### *4.2 Reporting date*

Enter the date on which the report is sent to the ministry. If you are sending a revised version of an annual report, enter the date on which the latest revisions were made.

#### *4.3 Briefly describe how well project activities have been executed during reporting year*

Compare the project description provided on the application form with what has been accomplished during the year under review.

Assess the implementation of the project against the plan.

#### *4.4 Summary of the main results of the project during the year*

Describe as clearly as possible the most important results achieved in the year under review. NOTE. The description must be suitable for communications and **appropriate for publication**.

#### *4.5 If this was the last year of the project, give an assessment of the success and results of the project as a whole*

If this is the project's final report, provide a clear and readily comprehensible description of the most important results reached in the course of its entire life cycle. NOTE. The description must be suitable for communications and **appropriate for publication**.

### **5. Project objectives**

#### *5.1 How well have overall long-term objectives been achieved during the reporting year?*

Describe in which ways and how well the project has promoted the long-term development objectives mentioned in the project application.

##### *5.2.n.1 Planned outcome*

List the planned outcomes for the year under review in the same way as they are described in the project application or the most recently updated application form, approved by the ministry, if there is one. It is important from the point of view of performance reporting and monitoring that the project's outcomes and indicators correspond exactly to what is recorded in the approved project plan.

##### *5.2.n.2 Achieved outcome*

Describe and assess the implementation of the above-mentioned outcome in the year under review.

##### *5.2.n.3 Why do planned and achieved outcomes differ? How in your assessment does this affect the achievement of the project's overall long-term objectives?*

Clarify the possible difference between the planned and achieved objectives. Assess the impacts of the difference on the project and on the achievement of the long-term development objective mentioned in the project plan.

##### *5.2.n.4 How well was the outcome achieved when assessed against the baseline using the project plan indicator?*

Assess the achievement of the outcome based on the indicators presented in the project plan. Describe the data collection process for the purpose of measuring the results and what these data tell about reaching the outcome. Pay attention to what level has been achieved in reaching the outcome in relation to the **baseline** determined in the beginning.

Press the plus button for more lines.

### **6. Project outputs**

#### *6.n.1 Planned output*

Specify the concrete outputs for the year under review, described in the project application or in the latest request for modifications, which has been approved, and in the budget in which the outputs have been itemised.

#### *6.n.2 Achieved output during reporting year*

Describe the outputs as they have been achieved in the year under review.

#### *6.n.3 Why do planned and achieved outputs differ? What is your assessment of how these differences will impact the project outcomes?*

If the expected output has not been achieved, clarify the main reasons for that. Give a brief assessment of the impacts the difference may have on the attainment of the objectives.

#### *6.n.4 How well was the planned output achieved as assessed with the indicator presented in the application form?*

Consider the achieved output in light of the indicator mentioned in the application. Describe the data collection process for the purpose of measuring the outcome and what these data tell about reaching the outcome.

Press the plus button for more lines.

## **7. Lessons learned from the project**

### *7.1 What was learned from the project during the year and how will this be utilised and shared?*

Assess the lessons learned in the course of the year. Describe how the lessons learned would influence planning and the project's steering in case the project is continued, and how you intend to contribute to sharing of the lessons learned.

### *7.2 What needs to be changed and what has been done to respond to these needs?*

Discuss what needs for changes have been identified and what has been done to respond to them.

## **8. Operating environment and risks of the project**

### *8.1 What are the changes in the operating environment of the project during the reporting year?*

Give a brief account of the most central changes that have taken place in the project's operating environment. The operating environment refers to a wide range of political, social, legislative, economic, cultural and social factors, which are essential from the point of view of the project's implementation. Focus on the most significant changes from the point of view of the project's implementation and results and their impacts on the project.

### *8.2 How well did risk mapping and management succeed in the project?*

Were the internal and external risks identified and were the likelihood and critical aspects of these risks estimated correctly in advance? How have the planned risk prevention or control methods succeeded in practice? Refer to the risk section of the project application as appropriate.

### *8.3 In what ways has the project strengthened the local civil society during the year?*

Assess the project's contribution to the strengthening, capacity development or operating conditions of the local civil society.

## **9. Local partner**

### *9.n.1 Name*

Provide the name of the partner organisation in the partner country in the same format as it is expressed in the project application or in the most recent request for modifications, which has been approved. The project is planned and implemented in cooperation with the local lead partner. The partners of cooperation must always make a written agreement and send it to the ministry.

### *9.n.2 How was the strengthening of the partner's capacity realised during the year relative to the project plan?*

Describe how the partner organisation's capacity has developed in the course of the year in relation to the planned capacity development. How was the partner organisation's capacity developed in the year under review, what aspects of the capacity were strengthened and in what way this happened? How did the strengthened capacity show in practice?

If the project application or the request for modifications include several lead partners, press the plus button to add more lines.

## **10. Other parties**

### *10.1 How did the other parties mentioned in the project plan contribute to project implementation and how did this affect the achievement of the project's objectives?*

Name the other parties involved in the project and describe their roles in the project implementation or in the establishment of prerequisites for the activities in the year under review. How did these actors' input impact the achievement of the objectives?

## **11. Project funding**

### *11.1 Has the project been approved as a specific disability project?*

Answer "Yes", if the ministry has granted the project the status of a disability project and, accordingly, a permission for lower percentage of self-financing

### *11.2 Audited overall expenses during reporting year*

Inform the project's total costs in euros in the year under review, confirmed in the auditor's report, including costs incurred in Finland and in the partner country. The total costs include both the discretionary government transfer and the recipient organisation's self-financing.

#### *11.3 Self-financing in cash*

Inform the organisation's self-financing in cash in the year under review. The organisation's self-financing must be at least 15% of the total funding for the year, in disability projects at least 7.5%.

#### *11.4 Voluntary work and service and item donations*

Inform the value of voluntary work and service and material donations in euros in the year under review. No more than half of the self-financing may consist of voluntary work and service and material donations. All of the lower share of self-financing in disability projects must be in cash. Note. The value of voluntary work must correspond to the value of voluntary work mentioned in field 12.2.2 of the form.

#### *11.5 Self-financing in total*

The form will automatically calculate the total value of self-financing from fields 11.3 and 11.4 both in euros and as a percentage of the project's total costs.

#### *11.6 Drawn Government support transferred from previous year*

Enter the possible unused transfer *drawn by the organisation*, which has been carried over from the previous year.

#### *11.7 Undrawn Government support from previous years*

Enter the discretionary government transfer granted from the Foreign Ministry that has remained undrawn in the previous years and that has been carried over due to delays in the project, for example.

#### *11.8 Government support granted for reporting year*

Enter the sum of the discretionary government transfer granted for the project's operation in the year under review as it is recorded in the decision on discretionary government transfer sent to the recipient organisation.

#### *11.9 Government support drawn during reporting year*

Enter the sum of the transfer that the ministry has paid to the project in the year under review.

#### *11.10 Government support used during reporting year*

Enter the discretionary government transfer that has been used in the year under review. Note that the total costs of the project entered in field 11.2 must correspond to the sum total obtained from adding the project's self-financing (11.5) to the discretionary government transfer (11.10) used in the year under review.

#### *11.11 Drawn Government support transferred to following year*

The form will automatically calculate the amount of the discretionary government transfer to be carried over to the next year. The amount to be carried over will be calculated on the basis of the drawn transfer carried over from the previous year, the transfer drawn in the year under review, and the transfer used in the year under review.

#### *11.12 Undrawn Government support transferred to following year*

The form will automatically calculate the amount of the undrawn discretionary government transfer that will be carried over to the next year. The amount to be carried over will be calculated on the basis of the undrawn transfer carried over from the previous year, the transfer granted for the year under review, and the transfer drawn in the year under review.

#### *11.13 Source of self-financing*

Report the sources of self-financing of the project in the year under review. When reporting the sources of self-financing, take into account the general condition applying to the use of discretionary government transfers and the additional conditions applying to project support.

## **12. Project expenses**

### *12.1 Expenses per output*

Enter the expenses arising from each output in the same way as they were specified in the latest project plan and budget that were approved by the ministry.

The difference between the planned and actual costs should not exceed 15%, because greater cost-specific differences require a prior written approval from the ministry. If an updated budget for the year under review has been approved by the ministry, enter the most recent agreed figures in the planned expenses. If, for unprecedented reasons, the difference exceeds 15%, the form will give an error message. The error message does not prevent sending the form in the e-service, but the approval of the annual report in the ministry requires justified grounds for exceeding the percentage.

#### *12.1.n.1 Output*

#### *12.1.n.2 Planned costs*

#### *12.1.n.3 Actual costs*

*12.1.n.4* The form will automatically calculate the difference between the planned and actual costs in euros and percentages.

*12.1.n.5* *What are the reasons for the difference?*

#### *12.2. Personnel expenses*

#### *12.2.1 Planned personnel expenses*

Enter the personnel expenses based on the latest project budget approved by the Ministry.

#### *12.2.2 Actual personnel expenses*

Enter the personnel expenses incurred in the year under review.

#### *12.2.3 Difference between planned and actual personnel expenses*

The form will automatically calculate the difference between the planned and actual personnel expenses in euros and percentages. Give the reasons for the possible difference between the planned and actual expenses line by line.

*12.3* *Describe briefly what was personnel's and possible volunteers' role in the achievement of the objectives?*

#### *12.4 Operating and maintenance expenses in target country*

Enter the project's planned operating and maintenance expenses based on the latest project budget that has been approved by the ministry as well as, according to the same specification, the actual costs in the year under review.

#### *12.4.n.1 Planned costs*

#### *12.4.n.2 Total €*

#### *12.4.n.3 Actual costs*

#### *12.4.n.4 Total €*

*12.4.n.5* *What is the reason for the difference?*

#### *12.5. Administrative costs in Finland*

Provide a breakdown of the administrative costs incurred in Finland based on the latest project budget approved by the ministry, and itemise the actual costs in the year under review. The administrative costs must not exceed 10% of the project's total expenditure. If a recipient organisation uses the so-called 7 per cent flat rate every year, it does not need to itemise the administrative costs; instead, it can enter the costs in a percentage value.

#### *12.5.n.1 Planned costs*

#### *12.5.n.2 Total €*

#### *12.5.n.3 Actual costs*

#### *12.5.n.4 Total €*

#### *12.6 Administrative costs in total*

The form will automatically calculate the total sum of the itemised administrative costs. The sum total may not exceed 10% of the project's total expenditure.

#### *12.7 Communications costs in Finland*

Provide a breakdown of the project's communications costs based on the latest project budget approved by the ministry. The project's communications costs must not exceed 5% of the project's total expenditure.

#### *12.8 Project costs in total*

The form will automatically add up the costs incurred in different sections of the project in the year under review. The sum total of the project's costs, itemised in the form, must correspond to the project's total costs entered in field 11.2.

### **13. Monitoring and evaluation**

#### *13.1 How did project monitoring and evaluation proceed compared to plans?*

Tell about the use of the monitoring mechanisms, regularity of project monitoring, and who has initiated the monitoring. Describe the monitoring process from the perspective of the administration and finances, on the one hand, and of results-based management on the other. Discuss the methods used in the evaluation, the results of possible evaluations and their use.

### **14. Sustainability and exit strategy**

#### *14.1 How have the experiences gained in project implementation changed or reinforced views about the project's sustainability and impacted the exit strategy?*

Assess the progress made in the project in light of its exit strategy. What is your current impression of the sustainability of the project's results? How do you intend to further promote the project's sustainability in the course of its life cycle and how can you strengthen the exit strategy based on the gained experiences?

### **15. Disseminating project information in Finland**

#### *15.1. Communication on the project in Finland*

In what ways and to which target groups have you disseminated information about the project in Finland and how well have you managed to communicate about it in relation to what was planned?

### **16. Additional information**

#### *16.1 Additional information*

If there is anything that you would like to tell about the project's implementation or other essential matters that has not been covered in the answers to the questions presented in the form, use the space below for your comments.

### **17. Attachments:**

NOTE. The audit report and a possible local audit report are mandatory attachments. The total costs in the annual report must match those in the audit report. The recipient organisation must provide the basic information form on an annual basis. A certificate of conveyance of fixed assets is a mandatory attachment to the final report. If the cooperation agreement with a local partner organisation was not submitted before the report is submitted, it must be attached to the annual report.

The attachments are appended to the application and will be transferred to the e-service together with the application. NOTE The maximum size of the attachments is 10 MB. The name of the attachment must not contain special characters (i.e. ä / ö) or spaces. Of special characters only underscore and hyphen are allowed. The file names must include the file format abbreviation (e.g., docx). If other than the allowed characters are used in an attachment, the form will not proceed to the automatic case management system of the Foreign Ministry; instead, it may get stuck in the manual handling in the e-service.