**COMPLETION REPORT**

**A1: Partner identifiCation**

**Cover page**

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| **Disability Fund ref. No.:** |  |
| **Report submitted** (date): |  |

|  |  |
| --- | --- |
| **Danish applicant organisation:**  (lead partner/economically responsible) |  |
| **Contact person for activity:** | Name:  E-mail address:  Phone no.: |
| **Additional Danish partner(s)**:  (if applicable ) |  |
| **Partner organisation(s):** |  |

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| --- | --- | --- | --- | --- |
| **Project title:** |  | | | |
| **Country/countries:** |  | | | |
| **Implementation period:** | In original grant: | | Actual implementation period: | |
| **Budget (DKK):** | Amount granted: | Amount paid out: | Total spent: | Total unspent: |
| **Insert synthesis of main results of partner identification**  (Max 150 words. The synthesis will be used in DPOD’s reporting to DANIDA) | | | | |

**Instructions**

A completion report must be produced for all grants under the Danish Disability Fund. **The report must be sent to DPOD within two months of project completion**, and must cover the entire project period.

The completion report is the Danish organisation’s reporting to the Danish Disability Fund. Your reflections play an important role with regards to documentation and learning. In addition, the completion report is an element in the Danish organisation’s “track record” and is taken into consideration when assessing future application with this or other partners, in accordance with the guidelines for the Danish Disability Fund.

**Requirements**

Read the instructions and guiding questions under each headline thoroughly, and make sure to answer all questions. Instructions and explanatory text is highlighted with a **light green background** and should be deleted, before submitting the completion report. That also includes this text.

Please note when answering the following questions that it is not sufficient to refer to attached annexes. The narrative report must function as a standalone document, i.e. the most important points must be explained in the report.

**NB: Delete this and all other explanatory text boxes before submitting.**

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| --- |
| A. Reporting (Max. 4 pages) |

## 1. COMPLETION OF THE PARTNER IDENTIFICATION

### 1.a Recommendation(s)

#### Did the appropriation consultant’s note include any “recommendations” for you to consider?

**Yes**  **No**

#### If yes, please list the recommendations in bullets. Under each bullet, please explain any actions you have taken. If there are recommendations you have decided not to follow, please explain why.

### 1.b Completion of the partner identification

#### Has there been any deviations concerning participants, the programme or planned activities? If yes, what impact has this had on the partner identification?

#### Please describe the main activities and in how the different actors were involved.

*[Please attach as annex an updated version of your programme as well as an overview of persons met.]*

#### Has there been noteworthy changes in the expenses incurred, compared to the original budget? If yes, which changes?

## 2. RESULTS

### 2.a Purpose, experience and learning

#### Using the scale below, please indicate the extent to which the partner identification has achieved its overall goals?

Not achieved  Barely achieved  Partly achieved  Fully/almost fully achieved

#### What were the original purposes of the partner identification and to what extent were they achieved?

#### Were the planned methods utilised and what was the experience of using them?

#### Were there any central questions or conditions that were not clarified? If yes, how do you plan to address this?

#### What experience have you gained from the partner identification, with regards to entering into a future partnership?

*[Please outline your thoughts on the partner’s organisational and administrative capacity, as well as expectations for a potential future partnership.]*

#### How will the results of this partner identification be shared within the Danish organization?

### 2.b Information work in Denmark

#### Did you apply for information funds:

**Yes  No**

#### If yes, briefly describe the information work carried out and the reach of the work. To what extent do you think you have reached the intended target group?

## 3. Conclusions and future activities

### 3.a Partnership and plans

#### Did the partner identification result in the establishment of a partnership?

**Yes  No**

#### If yes, briefly describe the decision-making process, as well as plans for your cooperation and timing of these, if you already know.

#### Similarly, briefly describe how the future cooperation will be anchored within the Danish organization (e.g. under a central governing body or a project group).

#### If no, briefly describe how you came to this decision

### 3.b Reflections and learning

#### If you were to undertake a partner identification in the future, are there things you would do differently regarding planning, implementation or follow-up?

# B. Annexes

### 1.a Mandatory annexes

1. Programme for partner identification, as well as lists of participants and persons met.
2. Non-revised overview of the project budget\*

*\*We suggest using the original budget and adding two columns: a) financial statement and b) variations, to clearly illustrate whether there has been any changes between the accepted budget and actual spending.*

### 1.b Supplementary annexes

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| --- | --- |
| Annex no. | Annex title: |
| C. | Completed analyses |
| D. |  |
| etc. |  |
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|  |  |

NB: Both mandatory and supplementary annexes must be submitted in electronic form together with the completion report.