Annual results sheet

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**PROJECT GRANTS (B1), B2, B3**

 (*For B1 projects of less than DKK 500,000, only submit Results Sheet if project exceeds two years*)

**To BE SUBMITTED ANNUALLY ON 15TH OF MARCH**

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| **Front page** |

|  |  |
| --- | --- |
| **Date** of submitting this report |  |
| **Disability Fund ref. no.** |  |
| **Danish organisation** (primary grant holder) |  |
| **Other Danish partners(s)** (if relevant) |  |

|  |  |
| --- | --- |
| **South partner(s)** (number and names) |  |
| **Country(ies)** |  |

**Explanation**

**PURPOSE of Results Sheet?** The Results Sheet is part of the documentation on your project. In addition the Results Sheet is used for monitoring, reporting and learning across all projects supported through the Danish Disability Fund – including feeding into a joint annual results report aimed at the back donor - Ministry of Foreign Affairs of Denmark – and others interested in the work of the Fund.

**TIME PERIOD to covered?** The Results Sheet covers the previous year, **from 1st of January to 31st of December**. Therefore, **the reporting should only include last year’s target groups and results** (with the exception of newly started projects – see below).

**WHO should submit:**

**B1:** Only if project exceeds 24 months in length.

**Projects initiated in Q4:** Should *not* submit a results sheet, as these projects are in very early stages. In these cases the first results sheet should cover the first full year as well as Q4 of the start-up year.

**Projects expected to be completed in Q1 (or later that year):** Must submit a results sheet, to ensure that the information can be included in the annual results report.

**WHAT should be filled out?** Questions may not all be relevant to all projects, it depends on the type of interventions you are implementing. Only answer the questions relevant to the project and partnership supported by the Danish Disability Fund.

**WHERE can you get help filling out the Results Sheet?** At the end of this document, you will find more detailed instructions. Please consult them step by step when filling out the sheet.

**If the project involves several / many partners:** Normally only one results sheet is to be submitted per project grant. However, for B3 grants with several partners, you may choose to submit more.

# 1. Part I: Main results (outcomes) (last year)

[In this section, we enquire about four types of results or outcomes – organisational development, empowerment, advocacy and other. Please **answer all those that are relevant** to your project. For each type of result/outcome, **three questions** are asked, **please answer them all**[[1]](#endnote-1). Be fairly brief and to the point but make sure you **give sufficient information** for an outside reader to understand. Please **do not make use of abbreviations**.

**(B1)/B2:** Describe **at least three** outcomes in total.

**B3:** Describe at least six outcomes in total. If working in several countries please submit one results sheet per country. If working with many partners consider whether to submit one per group of partners.

## 1.a Organisational Development (OD)

* Has / have South partner(s) engaged in organisational development (nationally or locally) as part of the project last year? Yes [ ]  No [ ]  Other (explain) [ ]

If yes, please describe one or more results/outcomes achieved in the area of organizational development last year below.

* Result / outcome 1

#### What was the change (who changed, how, where and when)?

#### Why is it important?

#### How did South partner(s) / the project contribute to the change??

* Result / outcome 2

#### What was the change (who changed, how, where and when)?

#### Why is it important?

#### How did South partner(s) / the project contribute to the change??

(If relevant please add more)

## 1.b Empowerment of persons with disabilities / members and / or their immediate family

* Has/have the South partner(s) worked to create lasting improvements for persons with disabilities/members and/or their immediate families last year? Yes [ ]  No [ ]  Other (explain) [ ]

If yes, please describe one or more results/outcomes achieved in the area of empowerment last year below.

* Result / outcome 1

#### What was the change (who changed, how, where and when)?

#### Why is it important?

#### How did the South partner(s) / the project contribute to the change?

* Result / outcome 2

#### What was the change (who changed, how, where and when)?

#### Why is it important?

#### How did the South partner(s) / the project contribute to the change?

(If relevant please add more).

## 1.c Advocacy

* Has /have the South partner(s) engaged in advocacy to influence decision-makers, officials or service providers at either local or national level, last year? Yes [ ]  No [ ]  Other (Explain) [ ]

If yes, please describe one or more important results / outcomes achieved within the area of advocacy last year below.

* Result / outcome 1:

#### What was the change (who changed, how, where and when)?

#### Why is it important?

#### How did the South partner(s) / the project contribute to the change?

#### Did the Southern partner(s) collaborate with other organisations? If so, which and how?

* Result / outcome 2:

#### What was the change (who changed, how, where and when)?

#### Why is it important?

#### How did the South partner(s) / the project contribute to the change?

#### Did the Southern partner(s) collaborate with other organisations? If so, which and how?

(If relevant please add more)

## 1.d Other (please insert)

* Has / have the South partner(s) engaged in other types of key interventions last year not mentioned above? Yes [ ]  No [ ]

If yes, please describe one or more important results / outcomes achieved last year below:

* Result / outcome 1:

#### What was the change (who changed, how, where and when)?

#### Why is it important?

#### How did the South partner(s) / the project contribute to the change?

(If relevant please add more)

# Part II: Target groups reached (last year)

*[The purpose of this Annex is to enable DPOD to make an overview of how many and who benefitted from the work supported by the Danish Disability Fund in a given year. Only include the* ***PRIMARY target group*** *– i.e. those* ***directly*** *reached by the project interventions.*

*In order to capture all the target groups that you may, or may not, be working with, we have divided this annex into four parts; a) Rights holders, b) South partner structures, c) Duty bearers and d) Citizens. Please only fill out information on those relevant to this project.]*

## 1. Rights holders/members (persons with disabilities and their immediate family)

Indicate how many **rights holders / members** were reached **last year** across all project initiatives. Please see the instructions at the back for how to calculate this.

### *Table a: Total number of rights holders / members and their families reached last year? (please see instructions [[2]](#endnote-2) below)*

|  |  |
| --- | --- |
|  | TOTAL |
| **Persons** with disabilities*(add up numbers of all persons participating in all interventions supported through the project last year)* |  |
| Immediate **families/households** *(do NOT count individuals but number of families/households where one or more family members were reached)* |  |

### *Table b: Breakdown of total number of persons with disabilities by sex and by age*

|  | Breakdown of totalBy SEX | Breakdown of totalBy AGE (estimate) |
| --- | --- | --- |
|  | Women | Men | Don’t know | Children (0-17) | Youth | Adults | Don’t know/  |
| **Persons** with disabilities |  |  |  |  |  |  |  |

*Age*: We do not expect you to know the precise age of participants, but ask you to make an estimate of which of these three broad age categories they belong in.

Please indicate which age group you define as youth:

Please check that:

* Women + men + don’t know = Total
* Children + youth + adults + don’t know = Total

### *Table c: Rights holders reached – by type of intervention (please see instructions in note [[3]](#endnote-3) below)*

| Indicate the main types of **longer-term** interventions supported last year | Number reached |
| --- | --- |
| Persons with disabilities | Families /households  |
| Long term: |  |  |
| Indicate the main types of **short-term** **/ one-off** interventions supported last year (but no numbers needed) |
| Short term |

### *Table d: Estimate of unique rights holders / members reached last year (please see instructions in note [[4]](#endnote-4))*

|  | Persons with disabilities | Families/ households |
| --- | --- | --- |
| Estimate no of unique (distinct/different) rights holders / members reached *(often the same person or household will be involved in different activities and will therefore be counted several time in table a, b and c above. But if you* ***only count the same person*** *or household* ***once*** *regardless of how many activities they have participated in, how many do you estimate you have reached in total last year.)*  |  |  |

## 2. South partner(s) structures

Which organisational structures within South partner(s)’ organisation(s) received support for organisational development (OD) last year.

### *Table e: Partners structures reached with OD support (please see instructions in note* [[5]](#endnote-5) *below)*

|  | Total | M | F | Briefly specify the main interventions |
| --- | --- | --- | --- | --- |
| Board members |  |  |  |  |
| Secretariat |  |  |  |  |
| Local leaders /branches |  |  |  |  |
| Others |  |  |  |  |
| (Helpers, translators etc.) |  |  |  |  |

|  | **Number**  | **Level**(province, region, district, other) | How many **supported through project**  |
| --- | --- | --- | --- |
| How many local branches does Southpartner have and at which level(s)  |  |  |  |
| Were any of these established in the**latest year**? |  |  |  |

### *Table f: Local branches reached*

## 3. Dutybearers

In this section we would like to get an idea of the work done in relation to different types of duty bearers in the past year. In some cases this might be training of specific individuals, but mostly it would probably be through meetings, joint activities, joint agreements, presentation of position papers, campaigns etc.

### *Table g: Duty bearers (decision-makers / service providers / other organisations) targeted or collaborated with last year. (Please see instructions in note [[6]](#endnote-6) below)*

|  |
| --- |
|  *Only include engagements which are supported in some way – big or small – by the project.* |
| List the main duty bearers you influenced / collaborated with / or actively targeted last year  | For each main duty bearer please mention what you are seeking to achieve/collaborate on:  |
| National level: |  |
| Sub-national level: |  |

## 4. Citizens

Did the project support activities targeting citizens last year, typically as part of addressing stigma (awareness raising activities)?

***Table h: Community members and general citizens reached*** *(Please see instructions in [[7]](#endnote-7) below)*

|  |  |
| --- | --- |
| **Interventions that target a specific group of people** (typically in the local community or environment of persons with disabilities) | Number reached (estimate) |
| Indicate the main interventions last year:  |  |
| **Broad information campaigns or other initiatives targeting the general public** (via traditional media e.g. radio, TV, newspapers, magazines, or via social media or other means of communication.) |
| Indicate the main interventions last year:  |

# Part III: Pictures

* Please attach a few good photos from your interventions (if possible) when submitting this report.
* Please give each photo a meaningful file name indicating: Country-organisation-year-activity.

# Explanation (please remove this last section before submitting)

1. ## Part 1: Results – how to provide information

##  What is the most important outcome / change. An outcome is defined as a change that has occurred in the behaviour of someone else that you are seeking to influence. Do not outline your project activities in this section (that comes under contribution – see below), but describe the change that has happened: Who did what differently, where and when.

**Why is it important?** There can be many different reasons why a change is important – perhaps it involves a new form of member involvement, collaboration, influence, a long-awaited result, a sign of a change in attitude, etc. Explain here why you find it important and what it looked like before the change took place.

**How has the South partner(s) / the project collaboration contributed to the outcome?** The outcome / change is not necessarily only due to the efforts of the South partner(s) or the project activities. There may be many factors or actors that have come into play, especially when it comes to advocacy or results you had not anticipated. Explain how the South partner(s) / the project has *contributed* to the change – what did they do to help create the change. Be as specific as you can. This is the place to shine and show what your approach has been. Also mention any contribution from the Danish partner organisation (besides financial support), e.g. technical support, experience from a Danish context, or similar if relevant.

## Part 2: Target groups reached – how to fill in the information

 [↑](#endnote-ref-1)
2. **Number of rights holders / members**: In this first table you must provide **as accurate figures as possible** of how many persons with disabilities and (if relevant) how many immediate families you reached in total through the project activities last year. **Immediate families** should only be included if the project has engaged in activities specifically targeting families. You should not count individuals but the number of households that have been directly affected by or involved in the project.

Count the number of persons with disabilities or number of families that have participated in each activity and add them up so that you get a total of how many have participated across all member activities supported through the project. **Here are some examples**:

Here are some examples:

**Self-help groups (including loan and saving groups, sports groups, etc.)**: Count the number of people involved in the groups. Do not count how many times they met during the year or how many came to each meeting, just the total number of active members in the groups, as it is the membership or participation in a group that is the key issue.

**Training sessions**: Count the number of people who have participated in the different types of training. If a fundraising training course runs over 3 days, you should not count the participants three times, as it was the same course they participated in. But if you run two different types of training with different content and purpose – e.g. an advocacy training and later a fundraising training – then count the participants of both trainings, even if it was the same people who participated in both trainings, as the two trainings were two different interventions.

**Member activities**: If a local branch organises recurring activities / support for the same group of specific members as part of a long-term initiative, the participants should only be counted once, as it is the same activity. But when it comes to one-off activities such as a general meeting, a parade or a social event, count the participants of each event.

**Immediate family**: If your project supports families of persons with disabilities, and the support involves different types of interventions, count the number of participating families in each type of intervention. But remember you are counting families/households not individuals. [↑](#endnote-ref-2)
3. **Type of intervention:**

The purpose is to distinguish between long-term/comprehensive initiatives that are expected to have a greater impact on people's lives (eg. participation in a peer group, income generating initiative, extensive training, or children with disabilities who enroll in school) versus short-term / one-off initiatives such as participation in an event, a general meeting or similar. To give an idea of ​​the type of initiatives that have been supported in the long term versus short term category, we ask you to make a short list of the key interventions supported last year. For long term interventions please also provide numbers for each type of intervention. This will allow us to add up how many people are supported through for example peer groups, or income generating activities, or leadership training across different projects. [↑](#endnote-ref-3)
4. **Unique rights holders:** The same person often benefits from several project interventions and is therefore counted several times. This applied to the numbers you have given in table 1a, b and c above. BUT here in 1d we ask you to estimate how many unique (distinct / different) persons with disabilities (and if relevant, unique number of families) the project reached. In other words if you only counted the same person with disability once, how many different persons did you reach last year. Or if you only counted the same family/ household once how many families would you have reached. For example, if you had a total of 200 persons with disabilities participating in project supported activities, but only 73 different people had been involved, then you would report 200 in table 1a and 73 here in table 1d. Just provide *a rough estimate*. [↑](#endnote-ref-4)
5. **South partner(s) structure**

Activities targeted at anyone who plays a part in running the organisation, including employees (paid or unpaid), board members and leaders of local branches, belong here under support for organisational development of the South partner(s). Activities that target members more broadly, should be covered under rights holders / members. [↑](#endnote-ref-5)
6. **Duty bearers**:

The purpose is not to mention everyone you were in contact with last year, but to outline the most important duty bearers targeted with (some level of) support from the project last year – i.e. those you collaborated with, entered into substantial discussions with or otherwise sought to have a real influence on.

This might take place at the **local level** with **service providers** such as schools, health clinics, sign language courses, etc., or **local officials** (district officers) or **decision-makers** (politicians). It may also be at the **national level**, e.g. collaboration/dialogue with a relevant ministry or a public agency, organisations and institutions. Alternatively, you might engage with **private sector actors** that have a responsibility to right holders by virtue of national laws or policies, and thereby have an obligation they must fulfil. [↑](#endnote-ref-6)
7. **Citizens**:

The **first category** of interventions are those **aimed at a specific group of citizens**, typically in the local community or immediate environment of persons with disabilities. These can be people who receive awareness training, are involved in disability clubs, or benefit from awareness raising activities aimed at a small specific audience such as theatre performances, school visits etc., with the intention of making these citizens ambassadors or opinion leaders in the local community, or seeking to change their behaviour towards persons with disabilities and/or their families.

The **second category** are interventions **aimed at the general public** – typically through the use of various types of **media including social media**. The purpose is typically more general information and attitudinal change. In these cases, it is much harder to measure how many you reach, we therefore do not ask for numbers on how many you reach but ask for brief information on each intervention supported through the project.

**If you have any questions, you are always welcome to contact DPOD (GR@handicap.dk)** [↑](#endnote-ref-7)