**COMPLETION REPORT**

**C1: Learning and development**

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| 1. Cover page |

A completion report must be submitted to the Danish Disability Fund for all grants. This must be **submitted to DPOD no later than two months after the intervention has been finalised**. Your reflections are important for the purposes of documentation and learning. Furthermore, the completion report forms part of the Danish organisation’s track record and will be considered in the assessment of future applications from the Danish organisation with the same or with other partners in accordance with DPOD’s Guidelines for the Danish Disability Fund (in Danish).

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| **Disability Fund ref. no.** |  |
| **Report submitted** (date) |  |

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| **Danish applicant organisation** |  |
| **Contact person** | Name:  Email:  Phone: |
| **Other Danish partner(s)** (if relevant) |  |
| **South partner(s)** |  |

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| **Country(ies)** |  | | |
| **Title of intervention** |  | | |
| **Period** | Commencement date: | Completion date: | Total number of days/months: |
| **Amount** | Amount granted: | Amount spent: | Amount unspent: |
| **Insert synthesis of the intervention in Danish**  (max. 150 words. This will be used as a presentation of your capacity building intervention on DPOD’s website.) | | | |

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| **2. Reporting** |

[Part 2 should not exceed 5 pages.]

1. **Background to the intervention**

### Briefly describe the overall purpose of the capacity-building intervention.

### Did the grant note contain “good advice” to which you were asked to pay special attention?

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No

Yes

**If yes**, please list the pieces of advice as bullet points. For each bullet please explain which measures have been taken. If there is advice that you have chosen not to follow, please explain why.

1. **Implementation**

### Did the **intervention** proceed as planned, or were there any deviations from the original plan regarding approach or activities? If so, what were the changes and why? What were the implications?

### **Target group** – who took part in and have benefited from the capacity-building? Have there been any **deviations** from the original plan regarding **who actually participated**? If so, what were the changes and why? What were the implications?

1. **Gains and learning**

### Briefly describe the intervention’s **objectives** and **success criteria**, and the extent to which they were achieved. Examine them one by one, and be as precise as possible.

### How have the results of the intervention been **documented** and shared internally within your organisations in the North and in the South? How do you envisage **utilising** the results going forward both in the North and in the South? How do you intend to follow it up?

### If you were to prepare a similar capacity-building intervention again with the same or with another partner, is there **anything you would do differently** in the planning, implementation or follow up, either in Denmark or in the South?

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| 3. Annexes |

Make a list of relevant annexes attached. As a minimum the following documents should be attached:

1. Non-revised overview of the project budget\*

*\*You can use the original budget and add two columns: a) financial statement b) variations, to clearly show whether there has been any changes between the accepted budget and the actual spending.*