**Appendix IV: Sample plan for interim and final reports**

**Interim / Final Report**

**Technical & Financial**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Business name**  **of Beneficiary]** | | **[Date]** |  | **Request for [ ] st, nd, rd, th**  **interim payment** |
| **Project#**  *(to be filled in by the Foundation)* | **[Project Name]**  *(Use the name given in article 1 of the agreement)* | | | **Amount of payment requested:**  **[ euros]** |

**Project Manager:**

* **Name:**
* **Telephone: Cell Phone:**
* **Email:**
* Date on which the agreement was signed (*page 3 of the agreement*):
* Date project implementation began (*article 2.1.1 of the agreement*):
* Total duration of project implementation period (*article 2.1.2 of the agreement*):
* Total amount of funding envisaged (*article 3.2 of the agreement*):
* Amount(s) and date(s) of payments already made:

|  |  |  |
| --- | --- | --- |
| Payments  *(article 4.1 of the agreement)* | Amount | Made on (date) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

* This interim / final technical & financial report covers the period beginning………. and ending………….
* Other signatory partner of the agreement if applicable (tripartite agreement):

|  |
| --- |
| In accordance with article 15.2 of the agreement signed with the Albert II of Monaco Foundation interim and final payments are only made once the interim reports have been submitted to and approved by the Foundation under the conditions set forth in article 2 of these General Conditions. Should the time limits for submitting the reports set forth in article 2 not be observed, and following a reminder with no response within a further period of one month, the Foundation reserves the right to stop funding, to carry out any assessment or to terminate this Agreement under the conditions stipulated by article 12, if it has not yet reached its termination date.  As soon as we have approved this Technical & Financial Report, we will proceed with the payment of the amount concerned.  Your request for payment must be sent to us using the letter template (last page of this document) duly filled in, together with the present “Technical & Financial Report” fully completed according to the recommended format, dated and signed.  Please send us an electronic version of the report in “.doc” format (not pdf) in one single file by email to: [contact@fpa2.org](mailto:contact@fpa2.org)  This report must be established specifically for the Prince Albert II Foundation. It may not be replaced by any other equivalent audit report – or other document – filled in for another sponsor.  This report must be focused on the activities undertaken; it must not reiterate the general presentation of the project and background provided in the application file and referred to in the agreement.  The Technical Report (§ II) must be limited to a maximum of 5 pages - excluding final summary § 6.4 (and, if you wish to add appendices, a maximum of 5 pages of appendices).  The purpose of this report is to enable us to check whether the goals and anticipated results have been achieved, as well as to verify the implementation measures and methods used for the project and the achievement of the estimated budgets as defined in the agreement.  **Detailed explanations and comments must be given for any significant variance (10% of the budget) compared to those estimated in the Agreement.** |

I - Summary of the Interim Technical & Financial Report (**1 page max**)

*As far as the technical and financial aspects are concerned, and after completing points (II) and (III) below, please provide a one page summary of the most significant facts for the past financial period, the main results obtained, the main difficulties met, as well as any alerts (if applicable).*

I a - Summary of the Technical & Financial Report– only to be filled in for the final report - (**1 page max**)

*If this report is the final report, please complete point (I) above (summary of the interim technical & financial report for the past year) and also draw up a global summary for the entire duration of the project concerning the technical and financial aspects, which sums up in one page the most significant facts with regards to the whole project, the main results obtained, in addition to the main findings, lessons learnt and lines of action for the future or for similar projects.*

II - Interim or Final Technical Report

*The technical report is established in reference to Appendix I of the agreement: Project description* *(refer especially to the information provided in the logical framework and the schedule).*

*It concerns the elapsed project period. (including that for the final report).*

1. **Description and schedule of achievements for the elapsed period**

Add as many Activity lines as necessary, referring to the logical framework of the agreement (Annex I § 14)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Specific  goals | Activities to be implemented | Scheduled dates | Completion dates | Completed actions |
| SG1 |  | A1 |  |  |  |
| A2 |  |  |  |
| A3 |  |  |  |
| A… |  |  |  |
| SG2 |  | A4 |  |  |  |
| A5 |  |  |  |
| A6 |  |  |  |
| SG3 |  | A7 |  |  |  |
| A8 |  |  |  |
| A9 |  |  |  |
| SG4 |  | A10 |  |  |  |
| A11 |  |  |  |
| A12 |  |  |  |
| SG5 |  | A13 |  |  |  |
| A14 |  |  |  |
| A15 |  |  |  |
| SG6 |  | A16 |  |  |  |
| A17 |  |  |  |
| A18 |  |  |  |

1. **Goals and initial results achieved**

Add as many Results lines as necessary, referring to the logical framework of the agreement (Annex I § 14)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Anticipated results | Indicators | Results |
| SG1 | R1 |  |  |  |
| R2 |  |  |  |
| R3 |  |  |  |
| R… |  |  |  |
| SG2 | R4 |  |  |  |
| R5 |  |  |  |
| R6 |  |  |  |
| SG3 | R7 |  |  |  |
| R8 |  |  |  |
| R9 |  |  |  |
| SG4 | R10 |  |  |  |
| R11 |  |  |  |
| R12 |  |  |  |
| SG5 | R13 |  |  |  |
| R14 |  |  |  |
| R15 |  |  |  |
| SG6 | R16 |  |  |  |
| R17 |  |  |  |
| R18 |  |  |  |

1. **Describe the involvement and identify the consequences and impact of the project vis-à-vis the beneficiaries**
2. **Project organisation : partners and subcontractors (if applicable) involved**

Updating the “partners and sub-contractors” chart in Appendix I, § 17 of the Agreement.

Briefly describe the role and actual contribution of each player.

Specify any changes (if applicable) regarding the obligations of each player.

|  |  |  |
| --- | --- | --- |
| **Partners and sub-contractors** | **Role and contribution** | **Changes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Communication strategy for the project**

See Appendix I, § 20 of the Agreement

* 1. Actions implemented: specify the targets, the type of action undertaken and the media used.
  2. Describe as accurately as possible the ways, and the various media and occasions used to communicate about the support of the Prince Albert II of Monaco Foundation.
  3. List of appendices highlighting the support of the Prince Albert II Foundation transmitted with this report:

|  |  |  |  |
| --- | --- | --- | --- |
| N° | Entitled | Diffusion mode | Target (quality / quantity) |
|  |  |  |  |

* 1. List of supports (photo, video) provided to the Foundation to promote its action:

|  |  |  |  |
| --- | --- | --- | --- |
| N° | Entitled/Description | Type of support | Copyright |
|  |  |  |  |

1. **Conclusions** 
   1. Give an overall assessment for the elapsed period and progress of the project.
   2. Specify **1)** the main impacts of the project activities and **2)** to what extent the project tends towards the achievement of the overall objective.
   3. Identify the main changes or adaptations to make to the project (in terms of goals, activities, schedule, resources…).
      1. Describe (if applicable) the way remedial actions were put into place
   4. If this is the last report (final report planned in the Financing Agreement):

*In accordance with Article 7.3 of Apprendix II to the Agreement*

Please attach a 3 pages summary note intended for a non-specialist audience, presenting the entire scope of the Project's issues, the state of the art in the matter and the results obtained. The Foundation will use this document to communicate on its action.

III - Interim and final financial report (complete and return the Excel file sent in annex to the Agreement)

The financial report, to be completed below, is established in reference to Appendix II of the Agreement: “Global budget of the Project”. It is dated and signed.

For the period in question, it must summarize:

**All expenditures made and provide an explanation for any significant variance (>10%).** Receipts for expenditure do not have to be provided but the original receipts must be filed by the Beneficiary and be available should the Foundation wish to carry out an audit.

**Resources obtained and provide an explanation for any significant variance (>10%).**

Any addition or withdrawal of a financial partner or sponsor must be mentioned and justified.

\*Any variance above 10% must be justified on a separate page.

\*\*Please provide an exhaustive list and the details of each financial partner of the project.





III bis - Final Financial Report – only to be filled in for the final report

*If this report is the final report, please complete point (III) above (interim financial report from the last year) and draw up a global financial report for the entire duration of the project.*

The financial report is established in reference to Appendix II of the Agreement: "**Global budget of the project”**.It is dated and signed.

It must summarize for the whole duration of the project:

**All expenditures made and provide an explanation for any significant variance (>10%).** Receipts for expenditure do not have to be provided but the original receipts must be filed by the Beneficiary and be available should the Foundation wish to carry out an audit.

**Resources obtained and provide an explanation for any significant variance (>10%).**

Any addition or withdrawal of a financial partner or sponsor must be mentioned and explained.

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**Date:**

**Name and position of the Signatory:**

**Signature:**

*Letter template for payment request*

Beneficiary Organisation

Name of the representative

Business name

Address

Mr Olivier Wenden,

Vice-President, Chief Executive Officer

The Prince Albert II of Monaco Foundation

Villa Girasole

16 boulevard de Suisse

98000 Monaco

Principality of Monaco

Place and date:

Re: Interim/final Technical and Financial Report and request for interim/final payment

Dear Mr Wenden,

Please find enclosed our interim/final technical and financial report together with a request for an interim/final payment of funds granted by the Prince Albert II of Monaco Foundation concerning:

|  |
| --- |
| * The project: Name of project *(Use the name given in article 1 of the Agreement) :* * The interim/final technical & financial report for the period beginning………. and ending…………. * A request for the …….st, nd, rd, th interim/final payment amounting to ……euros. |

Please feel free to contact me for any additional information you deem necessary.

I hereby certify that the funds have been used correctly, in accordance with the purpose of the project and the laws in force.

Yours sincerely,

Signature