

Else Kröner-Fresenius-Stiftung

Instructions for preparing a final report

Please structure your project's final report as follows.

1. Description of the preparation and execution of and follow-up on the project
2. Names of all direct project participants, cooperating partners and bullet point description of their respective areas of responsibility
3. Detailed description of the achieved objectives/results of the project
 3. a) Description of as yet unrealised project objectives/results
 3. b) Analysis of the targets referenced in the application based on the stated indicators
4. List of the number of project beneficiaries since the beginning of the funding period (e.g. patients treated, mothers, care givers, midwives, physicians, specialists, etc. trained)*
5. List of the number of completed actions since the beginning of the funding period (e.g. completed cataract operations, consultations, therapy units, completed training units, lectures, workshops, etc.)*
6. List of project-related changes in infrastructure since the beginning of the funding period (e.g. establishment of a health clinic, renovation of a hospital department, acquisition of an ultrasound machine, etc.)
 6. a) Description of the maintenance and repair options for procured equipment
 6. b) Plan for continued use of the capital assets
7. Problems/risks during the project
8. Impact of the project for the beneficiaries/region/sector
9. Outlook for the project/sustainability/handover to local cooperation partners/transferability to other projects

10. Funds utilisation statement (see “Instructions for preparing the funds utilisation statement”)

* Points 4 and 5 may be combined