

Guidelines: Progress report

This guide is intended to help managers and owners of projects that have received a grant from the Employee Foundation of the VKR Group's programme for *Green areas and outdoor life*.

You have received a letter of grant adding some of the terms and conditions that come with an donation. We want you to know them. The guidelines below supplement and elaborate on the terms of the grant letter.

The purpose of the progress report is to evaluate the progress on and results of the project for the period since the last reporting, as well as to describe the goals and milestones of the next period, including planned activities and expected effects.

The status report may not exceed four pages.

Please enclose the balance sheet for the period and request payment of the next instalment.

The report must include:

Grant number:

Project title:

Recipient of the grant:

Reporting period:

Overall assessment of the progress on the project (tick relevant option):

Progresses as planned:

Progresses with a few challenges:

Progresses with significant obstacles:

1. Purpose

Give a brief description of the overall purpose, objectives, and main activities of the project.

2. Planned objectives and milestones of the period

Enter the status of the planned goals and activities described in the application for the period, as well as what have been completed as planned. Describe and explain any deviations. Please note that major changes must be agreed with the Foundation in advance.

3. Evaluation of the progress on the project

Give a brief description of the period and of the individual activities, and explain your evaluation and learnings.

- Is the project progressing as planned? What went well or less well? Why? Why not?
- Which partial results have you achieved?
- Did you achieve the expected effect with the participants? Why? Why not?
- Are there elements of the project that seem to support your goals in particular?
- Did any problems emerge in the project which needed special attention?

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Describe and justify any significant challenges in the project since the last reporting, including any need to review the objectives, expected effects, and evaluation plan of the project.

4. Anchoring after the project period

Describe how you prepare to anchor the project within your organisation and/or with others.

- How can you tell that by now the project is part of the practice in your organisation?
- How do you ensure that the project experience is anchored and implemented?
- How do you follow up on the anchorage and communication of the project results?
- What does it take for the project results to be used by others?

5. Communication

Describe your communication of the project's experiences and results.

- Who did you present it to? And what, exactly?
- Did you hold seminars, meetings or the like about the project?

Please link to relevant articles, reports, websites or press.

6. Balance sheet accounts

Enclose the balance sheet accounts for the period. Please describe any significant deviations in the consumption of the period compared to the approved budget (remember that significant changes must be approved by the Foundation Secretariat). Make an overview of the balance sheet showing the expense items and the budgeted amount, the actual amount consumed, and a justification for any deviations. Balance sheets must be at least on the same level of detail as the project budget, and we must be able to recognise in the financial statements the expense records that you entered in the original budget. Both own financing and grant must be included in the budget statement. A balance sheet may look like this:

Budget heading (items from the budget allocated)	Actual consumption in the period	Reasons for difference

7. Payment of the next instalment

Please send the request for payment of the next instalment by e-mail or by separate document. It must contain the following information:

- Project number and project title
- Pay-out period
- Amount