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|  | **Interim report on development project implementation** |

1. **About the project**

|  |  |
| --- | --- |
| 1.1. Name of the project |  |
| 1.2. Contractor |  |
| 1.3. Address, telephone, e-mail, website, representative |  |
| 1.4. Date of the conclusion of the Financing Agreement |  |
| 1.5. Total value in BGN |  |
| 1.5.1. Total value in EUR (where applicable) |  |
| 1.6. Funds received to date (in BGN) |  |
| 1.6.1. Funds received to date in EUR (where applicable) |  |
| 1.7. Project implementation period according to Financing Agreement |  |
| 1.7.1. First phase |  |
| 1.7.2. Second phase |  |

**2. Goals and objectives**

*(brief, accurate and clear description of project goals)*

**3. Activities performed**

*(brief, accurate and clear description of the activities* —***electronic copies must be annexed*** *(for example, photographs, scanned published articles, etc.) of materials as evidence of the activity implemented under the project)*

**4. Results**

*(description of the results achieved in project implementation, along with a brief analysis of the achievement of project goals and activities and corresponding conclusions and recommendations. Indicate any difficulties encountered in project implementation and the reasons for any divergence from the activities planned)*

**5. Financial report**

The financial report should be presented in tabular form *(add rows where necessary)*. Cumulative figures are to be entered into the table, i.e. the figures that reflect all project expenditure incurred to date. Expenditure is to be classified according to the annexed budget set out in the project description (enclose project budget).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Expenditure** | **2. Unit** | **3. As per budget** | **4. Actual expenditure incurred in BGN** | **5. Actual expenditure incurred in EUR** | **6. Difference**  (3.- 4.) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total:** | |  |  |  |  |

**Explanatory note to the financial reports:**

In the explanatory note, the Contractor may include information that they consider relevant and necessary. Together with the explanatory note **electronic copies** of all project-related cash receipts and bank documents are to be presented.

Please note that the names and amounts of the cost item must correspond to those in the budget of the project.

Date: Name and position:

Place of residence/Area: Signature and stamp: