

CHILDHOOD

WORLD CHILDHOOD FOUNDATION

Guidelines for project reports

Since World Childhood Foundation strives to be a flexible and uncomplicated organization, we do not have a project reporting form. However every project should, in their own words, describe different aspects of the project. This document has been developed to facilitate the writing of a project report. The following questions should be answered in a report to World Childhood Foundation.

1. Project background: Why was the idea of the project developed?

State briefly what are the characteristics of the area where the project has been developed – population, needs, socio-economic situation etc.

3. Target group: How has the project reached its intended target group? How many girls and boys have been reached directly? Indirectly? If you haven't reached the target group you planned, explain why.

4. Activities: What activities have you implemented? Were there any activities that you planned to do but that were not carried out? If not, explain reasons why. Please state how many boys and girls were reached in each activity?

5. Objectives/Aims: Have you reached the expected goals and objectives of the project? If not – why? How have the activities contributed to fulfilling the aims and objectives of the project?

6. Lessons learned: What challenges have you encountered during the implementation of the project and how did you overcome them? What lessons did you learn that would be valuable for others to hear about?

7. Sustainability: **a)** What long term effects will the project and its activities have for the target group? **b)** State measures taken and contacts made to secure the long term financial stability of the project.

8. Costs: Explain any deviances occurred in the budget. Please note that any deviance of more than 10% must have been approved in advance by Childhood.