**NARRATIVE REPORT   
for FRAME, VOICE, REPORT grantees**

The total report must not exceed 5 pages, plus the cover page.

**INTRODUCTION**

This narrative report is for grantees from FRAME, VOICE, REPORT! (FVR)

The purpose is for FVR grantees to report on outcomes and results achieved during the FVR intervention as well as reflecting on learnings from the process.

The report will be used for the FVR partners’ learning and monitoring as well as for complying with reporting requirements towards the European Commission

Kepa aims to send feedback on the report no later than 2 months from reception.

Please note the obligatory attachments needed for the report mentioned in paragraph 7.

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| Organisation (lead) |  | | |
| Intervention title |  | | |
| Contact person’s name and email address |  | | |
| Reference number |  | | |
| Intervention period |  | | |
| Total budget |  | Actual expenditure |  |

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| --- | --- | --- |
|  |  |  |
| Date |  | Person responsible (signature) |
|  |  |  |
| Email address |  | Person responsible (name in block letters) |

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| **1. Contribution towards FVR! Impact Objective** |

* 1. Please explain (max 10 lines) how your project has contributed to achieve the impact of FRAME, VOICE, REPORT!: *Increased engagement of citizens in fulfilment of the Global Goals in the EU.* (Referring to art. 1.4 in the application)

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| **2. Achievement of project objective** |

* 1. To what extent have you achieved the specific objective(s) of your project? (Referring to art. 1.1 in the application). *Tick the relevant colour box and provide an explanation.   
     (Green: Completely achieved, Yellow: Partly achieved, Red: Not achieved)*

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| **Objective(s) (Art. 1.1 in application)** | **Colour of achievement (green, yellow or red)** | **Expla Please explain and elaborate on the level of achievement.** |
|  | *Boxes with the three colours and a tick box)* |  |
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* 1. In what way has the project distinguished between awareness raising and engagement and worked with both?
  2. Please describe any unexpected results, that may have come out of the project?
  3. Please describe any problems encountered, and how you have solved them?

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| **3. Outputs and activities** |

* 1. State how many people have been reached through the intervention (compare with numbers stated in the application). Indicate **how many men/women/other** have been reached accordingly (exact data or estimation).

If possible, please also aggregate data in:

* people informed vs. people engaged. Please describe what “people informed” and “people engaged” means in your intervention and how you have measured it.
* age range (0-15, 16-25, 26-39, 40-59, over 60)
* geographic reach (where applicable)
* migration status of project participants (where applicable)

For online campaigns please provide number of clicks, sharings, downloads, sign up’s etc.

Please provide any relevant documentation to support project outreach.

* 1. Please provide a list and brief description of generated outputs (Communication products, events etc).

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| --- | --- | --- | --- | --- | --- |
| **OutputO** | No. Produced/distributed  *(insert number)* | Focus on Gender  *(Tick)* | Focus on climate change  *(Tick)* | Focus on migration  *(Tick)* | Link to output (if possible) |
| I.e. *Event, Article, leaflet, publication, web page, etc* |  |  |  |  |  |
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* 1. Please provide a list of activities carried out
  2. Please describe any follow-up activities foreseen beyond the implementation period (if any).

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| **4. Organizational learning, sharing and networking** |

* 1. Describe the most significant lessons that you have learned and experiences that you have gained by implementing the intervention. (i.e. in relation to project planning, reaching and engaging people or any other organisational learning)
  2. Please provide one or two examples of the most significant changes that have happened in your organization thanks to your participation in the learning cycle, including from your networking with other FVR grantees and/or journalists – if any. Most significant changes can be change in knowledge, attitudes, skills, and behaviors.
  3. Can you identify a change in the way your organisation communicates about the SDGs? If so, please

provide an example

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| **5. Any additional observations or reflections (optional)** |

* 1. If you had to design/ implement the FVR project again, what would you do differently?
  2. Any additional observations or reflections?

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| **6. Feedback to FRAME, VOICE, REPORT! Partners (optional)** |

* 1. Please provide any comments you might have on thematic, administrative, financial or other issues and procedures in FRAME, VOICE, REPORT! as well as suggestions on how to improve them

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| **7. Attachments** |

* 1. Remember that the report must be supplemented by images, videos, documents, screenshots from social media or other materials produced during the intervention that can be uploaded electronically. (please provide a pdf with the products and/or relevant links)