

**Format**

**Activity Report**

Austrian Development Agency

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Activity Report

Contract No.

As at June, 30 xxxx

**Contractor/ applicant:**

|  |
| --- |
| Name: |
| Address: |
| Phone, eMail: |
| Contact person for the action: |

**Project title:**

|  |
| --- |
|  |

**Local project partner:**

|  |
| --- |
| Name: |
| Address: |
| Phone, eMail: |

**Reporting period:**

|  |  |
| --- | --- |
| Reporting period: | Report submitted on (date): |
| Due date: |  |
| Planned project duration from: | Until: |
| Reallocations: | Extended until:  |

**Summary of project progress**

* Narrative description of project progress, particularly with regard to the achievement of objectives, expected results and indicators, monitoring and necessary steering measures:
* Planned activities/ current status of implementation

|  |  |  |
| --- | --- | --- |
| Activity planned | Current status as at date | Deviations/ comments |
|  |  |  |

* Difficulties encountered during project implementation and steering measures applied to solve the problems:
* Changes and adjustments necessary with regard to the following reporting period:
* List of annexes to the activity report

**Request for next disbursement**

|  |  |  |  |
| --- | --- | --- | --- |
| Summary project budget (relevant for accounting) according to contract | Amount approved so far | Amount presented for verification as at due date | Remaining budget |
|  |  |  |  |

Request for disbursement for the next accounting period: