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|  | Funk FoundationValentinskamp 1820354 HamburgGermany**Your Contact:**Ms Diana LumnitzTel. +49 (0)40 3591 4956Fax +49 (0)40 3591 473 956d.lumnitz@funk-stiftung.orgDate |

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| Please complete the form digitally. It is available for download on our website. Please send the completed form by email only to the Funk Foundation at d.lumnitz@funk-stiftung.org following 12 months of the grant period (interim report) and by no later than two months after completion of the project (final report).  |

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| **Project** |
| Project name |       |
| Project no.  |       |
|  | [ ]  | Interim report |
|  | [ ]  | Final report |
| Report for the period | from  |       | until |       |

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| **Project partner(s)** |
| Institution |       |
| Project manager(s)  |       |
| Tel. no. (if we have any questions) |       |
| Email (if we have any questions) |       |

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| **Project progress** |
| How has the project progressed during the reporting period (in particular, please include details of content, scheduling, achievement of milestones, organisation, any difficulties encountered, changes, statistics)?  |
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| What concrete results have you achieved during the reporting period (e.g. details of events, publications, implementation within political decision-making processes)? Please enclose supporting evidence and statistics.  |
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| To what extent have you achieved the agreed project goals? If interim goals have not been achieved, please give reasons.  |
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| What press and public relations activities have you carried out? Please enclose supporting evidence and statistics.  |
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| **Sustainability** |
| What long-term impacts can be expected from your project?  |
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| Is an internal or external evaluation of your project planned or has such an evaluation already been conducted? Please enclose the evaluation report (if applicable).  |
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| What are your plans in terms of funding/organisation following the end of the grant period applied for?  |
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| Place, date  |  | Project manager’s signature |

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| **Data protection** |
| Information on the protection of personal data during processing by the Funk Foundation in accordance with Articles 13 and 14 of the General Data Protection Regulation can be found at <https://www.funk-stiftung.org/datenschutzerklaerung/>. We can also send this information in paper form upon request. |