ENGAGEMENT GLOBAL

bengo FÖRDERUNG AUSLANDSPROJEKTE

Guidelines on compiling the interim report to Engagement Global

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General information

The following guidelines provide information, explanations and guiding questions designed to help you draft an interim report based on the funding requirements of the Federal Ministry for Economic Cooperation and Development (BMZ) for German private executing agencies.

The interim report is to be submitted online via the Engagement Global application portal at www.antragsportal.de. A legally binding, signed, printed copy is to be sent by post to the Central Programme Service of Engagement Global.
You are expected to provide a succinct and informative overview of the current status of the project's implementation, along with an assessment of the project results achieved from the time the application was submitted, the planned measures and the proposed expenditure.

This information will then be used to evaluate the project, along with the changes brought about by the initiated measures, in accordance with funding requirements, including the special auxiliary provisions (BNBest-P/ Private Executing Agency). The interim report can serve as a monitoring instrument for both you and Engagement Global to understand whether the project can achieve the targeted objectives within the time frame of the authorised project duration and the available funding. It is also intended to help you timely recognise whether the project requires adjustments that would necessitate an amendment. The interim report consists of two parts:

- **Part 1 – an online form in the application portal** for directly entering data, primarily the financial report. Please enter all project-relevant expenditures and revenues in the fields provided for this purpose, making reference to the budget year you are reporting on. Some of the information will already be taken from the application or, if applicable, amended proposal, and will be auto-filled.
- **Part 2 – the status report covering the course of the project and the achieved interim results.** You will find a link to the form (MS Word document) in the application portal. The completed document should not exceed 5 pages. Use of the form is mandatory.

These guidelines use the second person plural ('you') to address the reader. This refers to both your organisation in Germany (private executing agency) and your partner organisation in the project country (project partner). Since the description of the project implementation and the statement of accounts in the interim report are, as a rule, primarily based on the project management of the local project partner, this requires close coordination. The interim report is to be drafted by the German private executing agency, which is accountable to Engagement Global under the terms of the signed on-lending agreement.
Once you have completed both parts of the documentation, please submit the electronic version via the application portal. Don't forget to print it out. Sign the numerical documentation (Part 1) to make it legally binding, and then send it, along with the accompanying factual report (Part 2) and any applicable attachments, to the following address:

ENGAGEMENT GLOBAL gGmbH
Zentraler Programmservice
Friedrich-Ebert-Allee 40
53113 Bonn

Please note: Your report will only be considered received if it has arrived in printed form and has a legally binding signature. In contrast to the application, this report must be submitted both via the application portal and by mail with a legally binding signature. If, after mailing your report, you realise that revisions/corrections need to be made, please contact your advisor.

Financial report – Part 1

The financial report is compiled in the application portal. For each budget year, you may only use the online form that is designated for that particular year. Please ensure that the reporting year matches the link to the corresponding assistant.

Please enter the relevant figures in the fields provided for this purpose. It is not possible to skip fields to begin entering information elsewhere. We therefore recommend that you are well prepared and have all the requisite documents ready to hand. You can save a draft at any time and continue working later. When all required fields are filled out and Part 2 has been uploaded, you can print a copy for a final review.

The text form for the status report (Part 2) can be downloaded as an MS Word document by clicking on the link above the 'project title' field in the application portal.

Project title
The title is automatically taken from your application and cannot be changed. Please review the information entered, and click on 'continue' or, if there are any inconsistencies or questions, contact bengo.

Project duration
The duration of your project is taken from your on-lending agreement or, if applicable, from the last agreed amendment and cannot be altered within the scope of the interim report. Please review the information entered, and click on 'continue' or, if there are any inconsistencies or questions, contact your adviser at bengo.

1. Financial report: Expenditure accounts

Please enter the actual expenditure, summarised for each of the budget items (investments, operating expenses, personnel costs and project visits, evaluation/feasibility studies), including amounts in cents. If no expenses have been incurred for one of the line items in the relevant budget year, please enter '0.00' to continue. Please enter the administrative fees that were required for the budget year you are reporting on. You may list no more than the approved percentage of funding. This amount is calculated based on the project expenditures incurred for the budget year in question. Total expenditure will be calculated automatically based on the information that you provide. Please compare this with your own documentation before proceeding.

2. Financial report: Revenue accounts

Please enter here all of the relevant project revenues for the reporting year.

2.1 Balance from the previous year and appropriated funding balance

Please enter your total balance and the appropriated funding balance calculated in the previous interim report. Please ensure that the amounts are correctly entered. If this is your first interim report for a project, please enter '0.00' in both fields.

If, while compiling the interim report, you notice that figures from your previous report need to be corrected, please provide details in your report.

2.2 Appropriated funding during the accounting period

Please list all appropriated funding that you have received from Engagement Global during the budget year that you are reporting on, i.e. between 1 January and 31 December.

2.3 Own funding during the accounting period

Revenues from the private executing agency and the local project partner, as well as additional providers of funding, are accounted for collectively in the interim report, i.e. they should be added up and entered under 'own funding'.
In the case of co-funding, the amounts of self- funding must at least match the contractually stipulated share. In other words, the estimated revenues from self- funding must, as a rule, correspond with the agreed percentage of total revenues for the budget year in question. You can find the corresponding percentage in the on-lending agreement.

Please note that interest will be charged on the unpaid self- funding if it is not made available to the project in at least the agreed amount at the latest upon receipt of the grant.

2.4 Additional funds

Additional funds are funds that flow into the project, which were not included in the original planning. This might typically be interest that has accrued on the project account of the local project partner or unanticipated personal and/or company donations that are specifically earmarked for certain project components, and where the donors request a separate statement of accounts for their donations. Additional funds will result in a reduction in appropriated funding. Non-allocated donations are not additional funds, but rather own funding that can be used to cover additional costs related to your project.

In case of doubt, we recommend that you contact us to clarify how your revenues should be listed.

3. Total revenues during the accounting period

Total revenues will be automatically calculated based on the information that you provide. Please note that your revenues should cover all expenditures. Consequently, revenues must be equal to or greater than expenditures.

4. Determining the balance of appropriated funding

The balance of appropriated funding will be automatically calculated based on the information that you provide. This is displayed so you can see how the calculation is done. The total balance calculated here along with the balance of appropriated funding are to be entered, wherever applicable, in the next interim report (this is not carried over automatically).
The automatic calculation of the balance of grant funds works without any problems as long as the same co-financing ratio applies to all fiscal years.

For technical reasons, **if different co-funding amounts apply in individual budget years**, this automatic calculation is unfortunately not always correct. To address this issue, please note the following in the status report under 'other comments':
'Balance of appropriated funding according to own funds monitoring: XXX. XX Euros. Reason: varying co-funding amounts per budget year.'

You may also upload your calculation in the application portal. You will not be disadvantaged in the scenario described above, as the balance of appropriated funding at year-end is used solely for the purpose of interim monitoring of the project.

5. Was an external evaluation requested and conducted during the budget year?

Please indicate whether an external evaluation was conducted and accounted for in the budget year to which the report relates. If you respond 'yes', please upload the evaluation report as an attachment. A digital copy of the report is sufficient.

If the report is in a language other than German or English, a summary in German or English must be included.

6. Signatures

Please ensure that the person (or persons) specified by you here is/are authorised to sign and must be the person(s) who provide(s) the legally binding signature on the printed interim report. The Central Programme Service of Engagement Global will check to ensure that the person(s) who signed the printed version of the final report is/are the same individual(s) who filled out the online form.

If there have been changes to your authorised signatories during the course of the project, please contact the Central Programme Service of Engagement Global (traegerpruefung@engagement-global.de), who will make the necessary changes for you.

7. Attachments

Before you submit your final report, please upload the complete status report (Part 2) as a mandatory attachment. Please first ensure that this document is available in your data storage.

If an external evaluation was carried out as part of the project, please also submit the evaluation report. A digital copy of the report is sufficient.

Status report – Part 2

The form for the status report is available as a MS Word document via a link in the application portal and must be filled out separately. It is uploaded onto the application portal after completing Part 1.

1. Sources of information for the interim report

Please indicate who was involved in compiling the report and what information and sources it is based upon, for example, the project's own monitoring, self-evaluation, surveys, secondary sources, statistics, etc.

2. Progress achieved and impact matrix

In the table provided, please enter all information from the application in the appropriate fields. In the interim report, enter the overall objective, the project objective, the sub-objectives, and all relevant indicators. Also include the baseline and target values defined in the proposal along with your indicators. Then, in the “Achieved Value” column, present the cumulative trend of the indicators you are tracking, both qualitatively and quantitatively if possible. This will make the project’s progress clear. If there have been significant deviations from the plan, please describe them here. Please note that any amendments and adjustments to the results framework must be applied for and approved by Engagement Global **before implementing** these changes. In case of doubt, please contact your specialist adviser.

3. Deviations in implemented measures compared to application

Please only report on deviations in implemented measures for the budget year in question. Please describe any delays, problems and their causes, as well as possible solutions. It is not necessary to report here on measures implemented successfully according to plan. Please submit any proposed necessary amendments separately and in advance. In case of doubt, please contact your specialist adviser.

4. Assessment of the ongoing course of the project by the German private executing agency

Based on developments to date, provide a brief assessment of whether, in your opinion, the project can be pursued according to plan, and whether you expect the project objectives to be achieved within the approved time frame. Particularly indicate if you think the project objective – or one or more sub-objectives – is in jeopardy.

Proposed amendments must always be submitted separately. Please contact your adviser for assistance.

5. Report on requirements/ additional provisions under the on-lending agreement and/or statement of an evaluation carried out

If conditions/ additional provisions were imposed in the on-lending agreement, please describe how they have been taken into account or implemented in the project. Furthermore, if an interim evaluation has been conducted, please comment on it and describe any resulting adjustments to the project plan.

6. Additional remarks

In this section you can include all additional remarks relevant to the accounts, as well as explanations or findings that were not addressed in the other sections, but are necessary in order to understand the report. If applicable, report any repayments already made of unneeded grant funds, or, in the case of annual audits, address any comments or objections raised by the auditor.

If you have any questions or suggestions, please do not hesitate to contact the bengo team.