

Guidelines for reporting

on Open Society New Response projects of the Think Tank Fund

The following guidelines should assist grantees of the Think Tank Fund to report their developments, achieved results and concise way. The list below outlines the areas such report should cover. Taking into consideration these guidelines, the Think Tank Fund expects the grantees to come up with a final structure of their report that suits best their specific project.

➤ **Achievement of stated objectives and implemented activities**

- a) Please, provide a summarized account on each activity that took place throughout the reporting period. Make sure that you describe all outputs and impact you made on policy processes during the reporting period. The following list could serve you as a reminder of the different types of outcomes you could mention in the report
 - Organized conferences, seminars and training activities
 - Policy analysis, briefs, reports, studies, books
 - Policy documents adopted by the state institutions
 - Impact on and development in the policy areas the organization promotes and advocates for
 - Direct benefits for /influence on specific stakeholders after implementation of the policies
 - Outcomes and results of monitoring of the implementation of government policies etc.
- b) Please provide information about the changes in the project implementation, any obstacles faced in the course of the project implementation and any need for project re-organization or change

➤ **Please also briefly describe other activities (supported by other donors) relevant to this project**

➤ **Use of the OSI funding**

- a) Please elaborate your spending, how much money was spent, have the funds been spent according to the plan. If not, what were the main changes?
- b) Please provide brief information about the co-funding of your project. Was it secured and spent as planned?

Note: The excel spreadsheet should provide the detailed budget information, here you should only comment on the main budget items and changes, if applicable.

➤ **Future plans and challenges**

In brief, mention your plans for future related to this project. Feel free to indicate policy processes happening in your country (region) and single out those you would like to engage. Mention any factors that could influence, positively or negatively on your project (elections, change of government, economic situation, new country development plan, donor strategies etc.).

➤ **Appendices to the report**

- list of publications printed / published online in the reporting period
- list of articles published (or at least an indication of their number)
- list of events such as conferences, seminars organized or attended within this project
- Electronic or paper copy of the articles / reports / policy papers / conference proceedings published within the reporting period
- list of influenced policy processes / issues / laws in the remits of this project

+ Financial report

Note: The entire report should not exceed *15 pages* + Appendices + Financial Report (In Ms Excel).