

Guidelines for reporting *on Core and Institutional Grants of the Think Tank Fund*

The following guidelines should assist grantees of the Think Tank Fund to report their developments, the results achieved and the role of our core grant for a given period in a cohesive and concise way. The list below outlines the organizational and programmatic areas the 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 their needs best.

➤ **Implementation of programs / projects and achievement of planned objectives**

Please, provide a summarized account on each program that your organization has implemented in the reporting period. Given that we provide you with core and institutional grant, we are interested in your overall programmatic development, not only the activities you have implemented with our financial support. 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
- All direct benefits to specific part of the population after implementation of the policies
- Outcomes and results of your monitoring of the implementation of certain policies etc.

➤ **Strategic development of the organization**

Note: Report the main Board and/or executive decisions and other strategic developments in the organization that took place during the reporting period.

- Overall organizational update
- Board changes , updates and similar
- Staff changes, updates, training and similar
- Any other internal organizational development (new procedures, practices introduced etc.)

➤ **Use of the core and institutional funding by OSI's Think Tank Fund**

Note: Describe the direct benefit of the organization from the OSI's core and institutional funding. What are the concrete outcomes of the use of our funding? Please briefly describe how you combined the core and institutional grant with other funding / income of the organization. Please report against the benchmarks set in your proposal and describe the improvements of the organization due to our support.

➤ **Financial sustainability / fundraising / income generating activities**

Note: Report your main achievements and difficulties in sustaining the organization's work in the reporting period. Inform us of any updates on fundraising strategy and/or financial sustainability related issues during the reporting period. Please also specify if any of your initially planned activities were not implemented with indication of a reason.

➤ **Future plans and challenges**

In brief, mention your plans for future, projects and programs that you are currently designing and intend to implement in near future. 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, your policy work (elections, change of government, economic situation, new country development plan, donor strategies etc.).

Note: If the organization has separate programs / departments, each program could add a paragraph about their programmatic future plans.

Appendices to the report

- list of projects realized or under realization in each of the programs
- list of publications printed / published online in the reporting period
- list of articles published (or at least an indication of their number)
- list of selected events (or at least an indication if there were too many)
- list of influenced policy processes / issues

+ Financial report

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