FormFinal report **for the Fund for Responsible Business (FVO)  
PROJECT B**

**Instructions:**

* This final report gives an account of the results of your project and of the actual costs incurred. On the basis of this final report, RVO.nl will determine the final subsidy amount;
* This final report and all accompanying documents must be in English;
* Please send this report with the relevant annexes to [fvo@rvo.nl](mailto:fvo@rvo.nl);
  + **The requested Means of Verification per result**
  + **Results sheet**
  + **Financial budget tool**
  + **Management Statement**
* RVO.nl should receive the final report according to the date included in the (amended) Grant Decision ('beschikking'); i.e. within thirteen (13) weeks after the achievement of the final project result;
* The final report has to be signed by the lead party.

1. **General information**

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| Project title |  |
| Reference number | **FVO** |
| Name lead party |  |
| Name project partner(s) |  |
| Project countr(y)(ies) |  |
| Actual start date of project |  |
| Actual end date of project |  |
| Reporting period |  |

1. **External factors and risks for the project**

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| **Changes in relation to the project plan** | *Please describe any changes (activities, budget, delays, etc.) in the project over the last year in relation to the Results described in the Administrative Decision.* |
| **Internal and external factors and challenges** | *Please describe any internal and external factors and/or challenges affecting the project, and how these problems have been or will be resolved. (e.g.internal resistance to change, cooperation with your project partners, lack of cooperation from your supplier(s)/ smallholders, hostile other stakeholders problems, poor governance, poor public services, safety issues, cultural challenges). etc. How did you deal with these challenges?* |
| **CSR risks** | *Please describe how you reduced the CSR risks as identified in the project proposal. Did improvement take place in these CSR areas? How successful were the implemented measures to reduce the CSR risks? Did the measures lead to the desired outcomes? Did improvements take place in other CSR areas?* |
| **Other risks (if applicable)** | *Please describe how you reduced other risks (not mentioned above) for the implementation of the project.*  *Did any new risks appear?*  *Please also describe how you have dealt with these risks and how they effected the implementation of your project.* |
| **Gender** | *How was a gender sensitive approach included in your project approach? Please elaborate.* |

1. **Cooperation with project partners**

Please answer the questions below on the cooperation with your project partners.

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| **Cooperation** | *Please rate the cooperation with your partners within the project.* *Choose from: Excellent / Good / Adequate / Poor / Difficult or no cooperation. Please elaborate on your answer.* |
| **Other stakeholders** | *Which other stakeholders did you involve in the project besides your project partners? E.g. other companies, local government, NGO’s, local chamber of commerce, labour association, investment agency, none or other.* |
| **Success factors** | *Please elaborate how involving other stakeholders contributed to the success (or failure) of your project.* |

1. **Lessons learned**

Please answer the following questions with regards to what you have learned during the implementation of your project.

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| **Increased knowledge on CSR risks** | *Have key persons and or departments in your organisation increased their awareness about the identified CSR risks , compared to the start of this project? And has the organisation implemented alternative company processes to mitigate the identified CSR risks?* |
| **Lessons learned** | *Please describe the biggest or most important lesson that you and your organisation have learned during the implementation of the project.* |

1. **Company measures – due diligence process**

RVO finds it important that your company contributes to the elimination of CSR risks through a sustainable integration of the [six steps of due diligence](https://www.oecd.org/investment/due-diligence-guidance-for-responsible-business-conduct.htm) in your company.

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| **Due diligence** | *To what extent have the* [*six steps of Due Diligence*](https://www.oecd.org/investment/due-diligence-guidance-for-responsible-business-conduct.htm) *been integrated in your company? Which steps do you still have to take and how do you plan on incorporating this into your business? What challenges do you face in this integration?* |
| **Business case** | *To what extent has the execution of a Due Diligence and the elimination of CSR risks became an integral part of your business case (and your cost price) and business processes? How does your company ensure or tries to ensure economic sustainability of business activities while minimizing the CSR risk?* |
| **Self-assessment** | *In order to get insight in your due diligence process we request all the companies in this project to fill in the self-assessment survey. This survey is a follow-up on the previous survey you filled in during the project. Based on the data provided, RVO will give you feedback and tips to improve your due diligence process. The collective data will also be used to make an overview of lessons learned during the implementation of the due diligence process.*  <http://rvo.survalyzer.eu/FVOselfassessment> or  <https://rvo.survalyzer.eu/selfassessmentfvo> (depending on your browser)  Self-assessment survey filled in:  Yes  No |

1. **Sustainability and follow-up**

Please describe if and how you will continue your efforts to eliminate CSR risks in your supply chain. What do you want to achieve within the coming 5 years? In case you have developed a separate project planning for the continuation of your efforts to combat child labour, you may attach this as an Means of Verification instead of answering the questions below.

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| **Monitoring** | *Please describe how you will continue to monitor the results achieved so far and ?* |
| **Goals** | *Which goals do you want to achieve within the coming 5 years and which activities will you carry out to reach these goals? Which remediation measures will you apply? When relevant, elaborate on the lessons learned from the current project which influence the choice of activities and remediation measures to be carried out.* |
| **Budget** | *What is your estimation of the budget needed for these activities and how will this be financed?* |
| **Stakeholders** | *Which stakeholders within or outside your company have shown commitment to reach these goals (e.g. through a Letter of Intent)?* |
| **Challenges** | *Which challenges and obstacles do you face in the follow-up of this project? How will you deal with these?* |

1. **Financial Reporting**

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| **Costs** | Please fill in the costs per result in the **Project budget tool**.  Please attach the reporting tool to this final report. The costs must correspond with the results and budget according to the (amended) Grant Decision. |
| **Differences** | If the total realised costs differ from the approved budget in the (amended) Grant Decision by more than 25% and this change is higher than €2,000 (per budget line per result), please provide an explanation for the difference.  Also mention how this will influence the project.  Submit a budget change request for our approval.   please fill in here |

1. **Communication and other remarks**

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| **Communication** | *RVO.nl requests that you regularly communicate to external stakeholders on the project activities. Please submit any links to news articles, videos, social media or other forms of communication you have published.* |
| **Remarks** | *If you have any other remarks regarding the project, please state them here.* |

1. **Declaration and signature**

By signing this final report, the lead party declares that the information in this report (and its annexes) is accurate and complete and fulfils the conditions agreed in the (amended) Grant Decision.

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| Organisation |  |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |