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

**Instructions:**

* This final report gives an account of the results and the costs of project A. Please note that on completion of Project A, we will re-evaluate the Project B budget based on the action plan (Project proposal Project B) and the actual cost made for Project A. The total grant cannot exceed the awarded grant for projects A and B.
* Write and complete this final report and all accompanying documents in English;
* Please send this report with the relevant annexes to [fvo@rvo.nl](mailto:fvo@rvo.nl);
  + **Agreed MoVs per result**
  + **Results sheet**
  + **Financial reporting tool**
* The lead party has to sign this report.
* The FVO team will plan a consult to discuss the outcomes of the local impact assessment and the intended measures for Project B. This discussion supports you in drafting the project B proposal.

1. **General information**

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| --- | --- |
| Project title |  |
| Reference number | FVO |
| Name lead party |  |
| Names of project partner(s) |  |
| Project country or countries |  |
| Actual start date of project A |  |
| Actual end date of project A |  |
| Reporting period |  |

1. **Progress of project and result(s) achieved**

*Progress on results*

Please complete the **Results sheet** to report on the results of Project A.

1. **Findings local impact assessment**

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| --- | --- |
| **Summary** | Please provide a summary of the main findings of the local impact assessment. Also, attach the report. |
| **CSR risks** | What are the most identified CSR risks in your value chain, taking into account their chance of occurrence and gravity? |
| **Stakeholders** | Please describe the outcomes of the stakeholder analysis and its implications for the project implementation. |
| **Gender** | Was a gender-sensitive approach included in your Local Impact Assessment? Please explain. |
| **Due diligence** | Did the findings in your local impact assessment point to any company practices which could be adapted to diminish the CSR risks and reduce its impacts? What consequences will this have for your business case, cost price and business processes? |
| **Challenges** | Please describe any challenges you encountered while carrying out the local impact assessment. For example, cooperation with your project partners, lack of cooperation from your supplier or suppliers/smallholders, hostile other stakeholders, poor governance, poor public services, safety issues, cultural challenges, and so on.  How did you deal with these challenges? |

1. **Preparation for project B**

During Project A, you carried out a local impact assessment. Informed by the findings of this assessment, what are your initial thoughts on the measures you intend to take in Project B?

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| --- | --- |
| **Activities** | To tackle prioritised CSR risks, which activities do you want to carry out in project B? |
| **Impact** | What would the desired impact of these activities be? Please link with the impact assessment. |
| **Due diligence** | Based on your self-assessment (completed at the start of your project), what internal improvements would you make to strengthen your company’s due diligence practice? |

1. **Challenges**

|  |  |
| --- | --- |
| **Challenges** | Please describe any challenges you encountered while carrying out the local impact assessment. For example, cooperation with your project partners, lack of cooperation from your supplier or suppliers/smallholders, hostile other stakeholders, poor governance, poor public services, safety issues, cultural challenges, and so on.  How did you deal with these challenges? |

1. **Financial Reporting**

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| --- | --- |
| **Costs** | Please complete the costs per result in the **Financial reporting tool**.  Also, 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 costs differ from the approved budget in the (amended) grant decision by more than 25% and this difference is higher than €2,000 (per budget line per result), please explain the difference.  Also, mention how this has influenced the project.  If necessary, submit a budget change request for our approval. |

1. **Communication and other remarks**

|  |  |
| --- | --- |
| **Communication** | We have asked you to communicate with external stakeholders on the project activities regularly. 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 about the project, please state them here. |

1. **Declaration and signature**

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

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