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**Impact Clusters | Annual progress report**

Please use this form to report on the annual progress of your Impact Clusters project. Email it to [ic@rvo.nl](file:///\\LNV.INTERN\GRP\rvo\kai\Communicatie%20en%20Analyse%201\Internationaal%20I\International%20development\Programma's\Impact%20Clusters\2024\Webcontent\Documenten\eindredactie\ic@rvo.nl).

In part I, you generally introduce the results.

In part II, you describe the information per activity in more detail. This part is based on the results and activities table you submitted with your application. You can use it for a detailed project monitoring of KPIs. Please include 2 annexes: your financial report and a progress update about the project indicators. For your financial report, please complete the annex 'IC Project budget realisation tool' (Excel). For progress realisation on the indicators, you complete the annex 'IC Indicators' (Word). You can download both annexes from the [Impact Clusters webpage](https://english.rvo.nl/subsidies-financing/impact-clusters).

In part III, you describe the progress, lessons learnt and collaboration within the impact cluster. Here, you can also add information to part I.

Name of impact cluster (project title)

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Project number

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Start and end date of the reporting period

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| --- |
| *dd-mm-yyyy* |

Date of submission

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| --- |
| *dd-mm-yyyy* |

# Part I – General introduction

General narrative

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| *Please describe the achieved progress in the reporting period. In part II, you can give detailed information per activity. (500 words max)* |

# Part II – Report on specific activities and KPIs

*Copy all activities, subresults from the original results and activities table.*

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| **Coordination module results** |

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Subresult (KPI)** | **Means of Verification (MoV)** | **Lead partner per activity** | **KPI achieved (y/n)** | **MoV submitted (y/n)** |
| 1. *Copy from the results and activities table* | 1.1  1.2  And so on. | 1.1.1  1.2.1  And so on. |  | *And so on.* | *And so on.* |
| 2. | 2.1  2.2  And so on. | 2.1.1  2.2.1 And so on. |  |  |  |

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| **Coordination module narrative results** |
| *Explain the following:*   * *the final results per activity;* * *the challenges and obstacles you encountered during the implementation;* * *any deviations from the approved subsidy application's original results and activities table.*   *(300 words max)*  *Would you like to officially change the approved project plan and/or budget? Please describe the proposed changes in part III and explain why they are needed.* |

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| **Studies module results** |

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| **Activity** | **Subresult (KPI)** | **Means of Verification** | **Lead partner per activity** | **KPI achieved (y/n)** | **MoV submitted**  **(y/n)** |
| *Copy from the results and activities table* |  |  |  |  |  |
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| **Studies module narrative results** |
| *Explain the following:*   * *the final results per activity;* * *the challenges and obstacles you encountered during the implementation;* * *any deviations from the approved subsidy application's original results and activities table.*   *(300 words max)*  *Would you like to officially change the approved project plan and/or budget? Please describe the proposed changes in part III and explain why they are needed.* |

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| **Demonstrations modules results** |

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| **Activity** | **Subresult (KPI)** | **Means of Verification** | **Lead partner per activity** | **KPI achieved (y/n)** | **MoV submitted**  **(y/n)** |
| *Copy from the results and activities table* |  |  |  |  |  |
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| **Demonstrations module narrative results** |
| *Explain the following:*   * *the final results per activity;* * *the challenges and obstacles you encountered during the implementation;* * *any deviations from the approved subsidy application's original results and activities table.*   *(300 words max)*  *Would you like to officially change the approved project plan and/or budget? Please describe the proposed changes in part III and explain why they are needed.* |

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| **Knowledge transfer module results** |

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| **Activity** | **Subresult (KPI)** | **Means of Verification** | **Lead partner per activity** | **KPI achieved (y/n)** | **MoV submitted**  **(y/n)** |
| *Copy from the results and activities table* |  |  |  |  |  |
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| **Knowledge transfer module narrative results** |
| *Explain the following:*   * *the final results per activity;* * *the challenges and obstacles you encountered during the implementation;* * *any deviations from the approved subsidy application's original results and activities table.*   *(300 words max)*  *Would you like to officially change the approved project plan and/or budget? Please describe the proposed changes in part III and explain why they are needed.* |

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| **Communication module results** |

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| **Activity** | **Subresult (KPI)** | **Means of Verification** | **Lead partner per activity** | **KPI achieved (y/n)** | **MoV submitted**  **(y/n)** |
| *Copy from the results and activities table* |  |  |  |  |  |
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| **Communication module narrative results** |
| *Explain the following:*   * *the final results per activity;* * *the challenges and obstacles you encountered during the implementation;* * *any deviations from the approved subsidy application's original results and activities table.*   *(300 words max)*  *Would you like to officially change the approved project plan and/or budget? Please describe the proposed changes in part III and explain why they are needed.* |

# Part III – Extra project progress information

Please only complete the topics that apply to your project.

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| Are there any relevant developments within the context of your Impact Clusters project (in the country and/or sector concerned) that need adaptations in the Theory of Change (TOC – Annex II of your project proposal)? |
| (200 words max) |
| Are there any changes to the approved budget or activity plan for which you would like to ask the Netherlands Enterprise Agency's permission? If so, please explain a) why these changes are necessary and b) how they will contribute to this cluster's success and impact? |
| (200 words max) |
| Collaboration within the cluster  (Please only address the relevant project points) |
| * *Are/were all partners involved in regular cluster meetings? How were they organised?* * *Did specific partners encounter difficulties or setbacks? How did the cluster deal with these?* * *Did all parties have the same expectations about the project?* * *Was everyone committed to the project?* * *Did any problems occur while organising activities and making appointments?* * *Was it easy to communicate via email/telephone/letter and in person?* |
| Extra comments about the financial report (Annex 'Project budget realisation tool') |
| *Please explain if you foresee more than 25% budget changes per budget item. Please note that you must formally request a change to change the budget division between consortium partners.*  *(200 words max)* |
| Obstacles and risks you foresee for the coming period |
| *(200 words max)* |
| Cooperation with local stakeholders and beneficiaries |
| *(200 words max)* |

Name of lead applicant representative

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Location/date

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Signature

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Thank you for completing this form. You can email it to [ic@rvo.nl](mailto:ic@rvo.nl).