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

**Instructions:**

* This report presents a summary of the progress of the project, and the results achieved so far;
* Complete this progress report and all accompanying documents 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**
  + **Financial reporting tool**
  + **Results sheet**
* Send us this progress report before the submission deadline stated in the (amended) grant decision;
* The lead party has to sign this report.

# General information

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

# Internal/external factors and risks for the project

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| **Project plan changes** | Please describe any project changes (activities, budget, delays, and so on) over the last year about the results described in the administrative decision. |
| **Internal and external factors and challenges** | Please describe all internal and external factors and/or challenges affecting the project.  Describe how you have resolved or will resolve these problems. For example, internal resistance to change, cooperation with your project partners, lack of cooperation from your supplier(s)/ smallholders, hostile other stakeholder problems, poor governance, poor public services, safety issues, cultural challenges, and so on.  How did you deal with these challenges? |
| **CSR risks** | Please describe how you reduced the CSR risks identified in the project proposal.  Did improvement take place in these CSR areas?  How successful were the implemented measures in reducing 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 have affected your project implementation. |
| **Gender** | How did you include a gender-sensitive approach in your project? Please explain. |

# Company measures – due diligence process

We find it important that your company contributes to eliminating 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 you integrated the [six steps of Due Diligence](https://www.oecd.org/investment/due-diligence-guidance-for-responsible-business-conduct.htm) in your company?  Which steps do you still have to take?  How do you plan to incorporate this into your business?  What challenges do you face in this integration? |
| **Business case** | To what extent has carrying out Due Diligence and eliminating CSR risks become integral to your business case, cost price, and business processes?  How does your company ensure or tries to ensure the economic sustainability of business activities while minimising CSR risks? |

# Financial Report

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| --- | --- |
| **Costs** | Please complete 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 difference is higher than €2,000 (per budget line per result), please explain the difference.  Also, mention how this will influence the project.  Submit a budget change request for our approval. |

# Communication and other remarks

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| **Communication** | We ask 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. |

# Declaration and signature

By signing this progress 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 |  |