

Progress report

For the Fund for Responsible Business (FVO) PROJECT B

## Introduction

* This progress report presents a summary of the project's progress and its results achieved so far.
* This progress report and all accompanying documents must be written or filled out in English.
* Please send this report with its annexes mentioned below to [fvo@rvo.nl](mailto:fvo@rvo.nl).
  + **Agreed means of verification per result**
  + **Results sheet**
  + **Financial budget tool**
* Send us this progress report before the submission deadline stated in the (amended) grant decision.
* The lead party must sign this report.
* Before formulating your answers, please read all questions to prevent duplication.

## General information

Project title

|  |
| --- |
|  |

Reference number

|  |
| --- |
| FVO |

Name lead party

|  |
| --- |
|  |

Names of project partners

|  |
| --- |
|  |

Project country/countries

|  |
| --- |
|  |

Actual start date of the project

|  |
| --- |
|  |

Actual end date of the project

|  |
| --- |
|  |

Reporting period

|  |
| --- |
|  |

## Preparation

A. Please fill out the annex **Results sheet** (section FVO Results Project B) to report on Project B's progress and project results so far.

B. Please report on the mandatory FVO indicators and, if applicable, your project-specific indicators in the **Results sheet** (section FVO indicators).

## General information and progress

1. Please describe the cooperation within the partnership.

Please specify the main challenges in discussing the identified CSR risks and the potential solutions.

Were there any differences in perspectives?

|  |
| --- |
|  |

1. What challenges and/or success factors did you identify while implementing the interventions?

|  |
| --- |
|  |

1. Please describe how you are engaging the target group(s).

Is the target group interested and willing to participate?.

How are you taking their perspectives into account throughout the project?

|  |
| --- |
|  |

D. What are the main lessons learnt so far?

What would you have done differently?

And how will you incorporate these learnings into the rest of the project?

|  |
| --- |
|  |

E. Please describe how this project engages other actors in the activities.

For example, other supply chain actors, community-based organisations or local governments.

Clearly indicate what challenges you encounter in doing so and how these actors have affected the project results.

|  |
| --- |
|  |

## Gender

1. Please describe how you have incorporated gender issues in your project.

Indicate how you will include the interests of women throughout the project.

If possible, add documentation or feedback.

Also, describe any lessons learnt and how this will be incorporated into the rest of the project.

|  |
| --- |
|  |

## Company measures: Due diligence process

A. Question for companies involved in the project

What have you learnt about the relation between your business practices and the identified CSR risks?

Did or will this lead to actual changes in company processes and procedures?

If so, please describe these changes.

|  |
| --- |
|  |

B. What steps have you taken to guarantee the sustainability and continuity of the interventions after the project funding has ended?

|  |
| --- |
|  |

## Financial reporting

A. Please fill out the costs per result in the annex **Financial budget tool.** The costs must correspond with the results and budget following the (amended) grant decision.

B. If the total costs (per budget line per result) differ from the approved budget in the (amended) grant decision by more than 25% and this change is higher than €2,000, please explain the difference below.

Also, mention how this influences the project. Use the designated space in the financial budget tool to submit a budget change request for our approval.

|  |
| --- |
|  |

## Media, communication and remarks

A. We ask you to communicate regularly with external stakeholders on the project activities.

Please submit any links to news articles, videos, social media or other forms of communication you have published.

|  |
| --- |
|  |

B. If you have any other remarks regarding 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 in the (amended) grant decision.

Organisation

|  |
| --- |
|  |

Name

|  |
| --- |
|  |

Position

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |