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|  | Funk Foundation  Valentinskamp 18  20354 Hamburg Germany    **Your Contact:**  Ms Diana Lumnitz  Tel. +49 (0)40 3591 4956  Fax +49 (0)40 3591 473 956  d.lumnitz@funk-stiftung.org  Date |

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| Please complete the form digitally. It is available for download on our website. Please send the completed form by email only to the Funk Foundation at [d.lumnitz@funk-stiftung.org](mailto:d.lumnitz@funk-stiftung.org) following 12 months of the grant period (interim report) and by no later than two months after completion of the project (final report). |

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| **Project** | | | | | |
| Project name |  | | | | |
| Project no. |  | | | | |
|  |  | Interim report | | | |
|  |  | Final report | | | |
| Report for the period | from |  | until |  |

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| **Project partner(s)** | |
| Institution |  |
| Project manager(s) |  |
| Tel. no. (if we have any questions) |  |
| Email (if we have any questions) |  |

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| **Project progress** |
| How has the project progressed during the reporting period (in particular, please include details of content, scheduling, achievement of milestones, organisation, any difficulties encountered, changes, statistics)? |
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| What concrete results have you achieved during the reporting period (e.g. details of events, publications, implementation within political decision-making processes)? Please enclose supporting evidence and statistics. |
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| To what extent have you achieved the agreed project goals? If interim goals have not been achieved, please give reasons. |
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| What press and public relations activities have you carried out? Please enclose supporting evidence and statistics. |
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| **Sustainability** |
| What long-term impacts can be expected from your project? |
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| Is an internal or external evaluation of your project planned or has such an evaluation already been conducted? Please enclose the evaluation report (if applicable). |
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| What are your plans in terms of funding/organisation following the end of the grant period applied for? |
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| Place, date |  | Project manager’s signature |

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| **Data protection** |
| Information on the protection of personal data during processing by the Funk Foundation in accordance with Articles 13 and 14 of the General Data Protection Regulation can be found at <https://www.funk-stiftung.org/datenschutzerklaerung/>. We can also send this information in paper form upon request. |