# Completion report for feasibility studies

The completion report should be relatively brief, maximum 6 pages, giving clear and concise comments that show consideration that each main point has been considered. The questions in the format are there as your guide. You may delete this front page, as well as the questions to save space, once you have made sure that you have answered them.

The report should be submitted together with the audited financial accounts. The deadline is 2 months after the completion of the activity.

## Completion Report

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| Project title: | |  |
| Project number | Location of the project | Project period |
| CKU Member organisation | Contact person | E-mail |
| Local partner |  |  |
| Project’s total budget: DKK: | Funded by CKU:  DKK: | Own contribution + other contributions:  DKK: |
| Total amount spent  DKK: | From CKU fund:  DKK: | From other sources:  DKK: |
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| 1. Short summary of the feasibility study (max 800 characters) |
| Describe briefly how the feasibility study has contributed to achieving the main purpose stated in the original application.  In what way has the activity contributed to clarification of the role(s) of the local organisation in civil society? |

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| 2. Activities and outputs | |
| Have the activities taken place according to the implementation plan and time frame? In what way has the activity led to new plans?  Comment on any important deviations from the original plan.  Has the expected outputs been achieved? | |
| Outputs | Achieved |
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| Please attach the revised concept note/project application, or other tangible outputs to the report. | |

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| 3. Participants |
| According to the application, who were the intended participants and stakeholders?  Indicate their position, gender, skills and qualifications/experiences of relevance to the Feasibility study. Have you become aware of any other stakeholders that you would have liked to include?  Who were responsible for collecting and making use of the findings, what were the competences and relevance of the team?  Were the team adequate for the given task, or were you missing particular competences? |

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| 4. Partnership |
| What has been the role of the CKU member organisation in the implementation of the activity (if any)?  In what way has the activity contributed to strengthening the partnership, e.g. fulfilling a joint aim in the partnership agreement? |

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| 5. Follow-up and Sustainability |
| How will the outcomes of the feasibility study be followed up? In what way did the feasibility study help the design of the planned project? If possible, please include a revised project proposal and/or the LFA as an annex or explain main findings here.  How will important learnings be sustained and shared? |

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| 6. Experiences and additional reflections |
| Comment on the methodology of the feasibility study – what worked well, and what could have worked better?  What could be helpful in planning/implementing similar activities in the future? |

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| 7. CKU comments |
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(Initials of CKU consultant)