 P.O.Box 224

Barrie, ON, L4M 4T2

CANADA

**END OF PROJECT REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Overview | | | |
| 1. **Project name:** |  | **b. Project location**: |  |
| 1. **Project Lead Member:** |  | **d. Implementing partner:** |  |
| **e. Project period:** |  | **f. Date of project termination:** |  |
| **g. Project budget**: |  | **h. Funds remitted to project:** |  |

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| --- | --- |
| 2. Project History | |
| 1. What objectives were achieved during the period Devxchange was involved in this project? |  |
| 1. What challenges were faced and how were these overcome? |  |
| 1. Why is the project terminating? |  |

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| --- | --- |
| 4. Lessons and Recommendations | |
| a. What lessons were learned from this experience? |  |
| b. What recommendations would you like to make to Devxchange? |  |

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| --- | --- |
| 3. Stories & Photos | |
| a. If possible, please include a story or incident of a beneficiary, staff or person associated with this project that reflects how the funds donated for this project have helped. |  |
| b. Include attachment of project photos when you email the report back. |  |

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| 4. **Financial** | | |
|  | Income | Expense |
| Funds received for this project. |  |  |
| Funds transferred to implementing partner |  |  |
| BALANCE in account |  |  |
| Where would you like to reallocate any remaining funds? | **Project name** | **Amount** |
|  |  |  |

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Project Lead Member Exec. Director