**Reporting Guideline**

The report must be submitted no later than two months after the end of the project.

For exact date, see the terms you received when the grant was paid.

(Should be included in the agreement or when the payment is made in a follow-up email)

Submit the account to xxx

**Financial and Numeric Reporting**

● Reporting of project income and expenses and results. The report shall clearly show the use and outcome of the financial support from Signatur. Using the budget submitted in the application as a reference add a new column with actual outcome. If the project has been awarded grants from several parties, clearly state what the grant from Signatur has been used for.

● If the project has been granted 300,000 SEK or more in support, the financial report must be certified by an accountant or accounting consultant.

● Audience figures in cases where the project generated public performances.

● Number of women / men involved in the project.

● Reporting of geographic area where the bulk of the project was carried out.

**Media**

● Example of how it was shown the project was supported by Signatur.

● Any news items, clippings, printed matter, etc. if the project generated it.

● At least three photo images from the project implementation (format: .jpg or .png) for publication on Signatur’s website, together with a short paragraph describing the project. The pictures should have copyrights extending to Signatur and, if applicable, parental or guardian consent of any pictures of children under the age of 13.

**Project narrative**

● Summary of the project.

● Implementation and outcome in relation to the objectives of the application.

● Any changes in the project or project conditions.

● Have you worked internationally? If yes, if so how?

● Describe how the project or learnings of the completed project will survive after the project's end date.

● Other information you wish to leave.

Signatur may require:

● The accounts in full.

● Certificate of Authorized Public Accountant.