**COMPLETION REPORT**

**A: PRE-STUDY**

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| 1. Cover page |

A completion report must be submitted to the Disability Fund for all grants. Reporting concerning pre-studies **must be** **submitted to DPOD no later than two months after the pre-study has taken place**. Your reflections are important for the purposes of documentation and learning. Furthermore, the completion report forms part of the Danish organisation’s track record and will be considered in the assessment of future applications with the same or with other partners in accordance with DPOD’s Guidelines for the Danish Disability Fund (in Danish).

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| **Disability Fund ref. no.** |  |
| **Report submitted (Date)** |  |

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| **Danish applicant organisation** |  |
| **Contact person** | Name:  Email:  Phone: |
| **Other Danish partner(s)** |  |
| **South partner** |  |

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| **Country(íes)** |  | | |
| **Title of pre-study** |  | | |
| **Period of pre-study** | Commencement date: | Completion date: | Total number of days/months: |
| **Amount** | Amount granted: | Amount spent: | Amount unspent: |
| **Conclusion regarding application to the Disability Fund** | Will be submitted Expected date of submission: / 20  Will not be submitted | | |
| **Insert synthesis of the pre-study in Danish**  (max. 150 words. This will be used as a presentation of your pre-study on DPOD’s website.) | | | |

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| 2. Reporting |

[The completion report should not exceed 5 pages. Please note that it is not sufficient to reply to the questions below by referring to annexes attached. The narrative report should be able to stand alone, i.e. the main points must be written into the report.

1. **Objective, activities, methods and participants in the pre-study**

### What was the objective of the pre-study?

### Account for the pre-study process, including the planned activities. Were there any deviations from the plan?

### Were the planned **methods** **/ approaches** used, and how did they work out?

### Describe **who took part** in the pre-study (from the Danish organisation, the South partner, other local actors and possible consultants), and how the various **project participants were involved,** in particular the South partner’s role.

Were there any **changes** to who actually participated compared to the original plan? If so, please explain why, and how it affected the pre-study.

### Did the grant note contain “**good advice**” to which you were asked to pay special attention?

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Yes

No

**If yes**, please list the pieces of advice given as bullet points. In relation to each point please explain which measures have been takenin the course of the pre-study period. If there are any pieces of advice that you have chosen not to follow, please explain why.

1. **Purpose of and gains from the pre-study**

### Briefly describe the expected **results** and to what extent they have been achieved. Be as precise as possible.

### What has been the **main learning** arising from the pre-study? Were there any **surprising results**/insights?

### Were there any key questions which could not be addressed?

### How will the insights from the pre-study be shared within your own organisation?

1. **Conclusion and reflection**

### What conclusion have you reached as to whether you will submit a project application to the Danish Disability Fund?

In case you have concluded that the project is not viable, and that a project application will **not** be submitted to the Danish Disability Fund, please explain which assessments have led to this conclusion. (*In such a case you may extend the completion report to more than five pages.)*

### If you were to make a similar pre-study some other time, is there **anything you would do differently** in the planning, implementation or follow-up?

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| Annexes |

As annexes to the report, it would be useful to attach the pre-study programme and any other relevant documentation. Make a list of annexes attached, e.g.:

1. Pre-study programme
2. Non-revised overview of the project budget\*
3. Analyses carried out
4. Possibly a list of participants
5. Other relevant documentation

\*You can use the original budget and add two columns: a) financial statement b) variations, to clearly show whether there has been any changes between the accepted budget and the actual spending.