**COMPLETION REPORT**

**C2: TRAINING AND NETWORKING ACTIVITIES**

**Danish APPLICANT organisation**

**Purpose**

This completion report must be written by the Danish applicant organisationand **submitted to DPOD by 30 June**. Its purpose is to provide documentation on capacity building supported by the Danish Disability Fund and to enhance learning on how best to utilize this funding facility. The report is also expected to give rise to joint reflection and planning of follow-up activities.

**Requirements**

Read the instructions and guiding questions under each sub heading carefully and please be aware that you respond to all the questions. The instructions and guiding text (grey text boxes) must be deleted before submitting the final report. The total reporting must not exceed **5 pages; if more than 3 participants: 7 pages**. Note that in the questions below is not sufficient to refer to the attached appendix, the narrative report must be able to stand alone, i.e. the main points should be written into the report.

NOTE: PLEASE DELETE THIS TEKST BEFORE YOU SUBMIT

|  |
| --- |
| **1. Cover page** |

|  |  |
| --- | --- |
| **Disability Fund ref. No.** |  |
| **Date report received** |  |

|  |  |
| --- | --- |
| **Applicant** (Danish member organisation) |  |
| **Contact person** | Name:  Email:  Phone: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course provider** |  | | |
| **Title of course** |  | | |
| **Course venue** |  | | |
| **Period** | Commencement date: | Completion date: | Number of of days/ months: |
| **No. of sponsored participants** | Female: | Male: | Total: |
| **Name, country and partner org. of each participant** | Name of participant: | Partner country: | Partner organisation: |
| **Amount** | Amount **granted:** | Amount **spent:** | Amount **unspent**: |
| **Insert synthesis of the most significant results of the intervention in Danish**  (max. 150 words. This will be used as in the reporting to DANIDA.) | | | |

|  |
| --- |
| **2. Reporting** |

|  |
| --- |
| 1. **Background** |
| 1. **Please provide brief background information on your course participant(s).** |

|  |
| --- |
| 1. **Activities organised by the Danish applicant organisation** |
| 1. **Describe the contact you have had with your participants during their stay?**   *If the course took place in Denmark please explain which activities you have organised for your participant(s) during their stay. What do you expect your participants to have gained from the activities that you have organised? What do you gain yourself as an organisation?* |

|  |
| --- |
| 1. **Course outcome, activity plan and follow up** |
| 1. **Have your participant(s) had an opportunity to share some of their learning or ideas with your south partner(s) after getting back home? Please explain how this was done and on which issues.** |
| 1. **Did your participant(s) develop an activity plan for how to follow up on the course upon their return? What were the key points/components in the activity plan? What has been implemented and what were the results? Were there any challenges?** |
| 1. **What will be the role of the participant(s) vis-a-vis the south-partner onwards?** |
| 1. **Based on the feed-back from your participant(s), what have been the main benefits they have derived from participating in the course? What are the benefits for the south-partner?** |

|  |
| --- |
| 1. **Other matters** |
| 1. **Contact with course provider. Were you satisfied with the information provided by the course provider before and during the course, or are their areas where you felt a need for more information?** |
| 1. **If you were to give any advice to the course organisers regarding logistics or contents of the course, what would it be?** |
| 1. **Any other observations of relevance to DPOD and the future use of the funding facility for capacity-building courses.** |

|  |
| --- |
| 1. **Annexes** |

Please attach activity plans, budgets\* and final report from each participant, as well as any 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.*

*NB! Please note that* ***DPOD does NOT make an assessment of neither the activity plans, activity budgets nor final activity reports, the responsibility for that lies entirely with the Danish organisation****s who have received funding for course participants. DPOD merely requests this information for the sake of our records.*