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|  | EMB0000529002c3 |  |
| **2020 ACC-MOWCAP SMALL GRANTS PROGRAMME PROGRESS REPORT** | | |
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Please submit the report to [grants@mowcap.net](mailto:grants@mowcap.net) (copy: [n3kim@aci-k.kr](mailto:n3kim@aci-k.kr)) by **18 SEPTEMBER 2020**. This is a progress report to follow-up on the progress of your project, and the final report needs to be submitted no later than 10 DECEMBER 2020, after your project is done.

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| **PROJECT INFORMATION** |

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| Country |  |
| Organisation Name |  |
| Project Starting Date |  |
| Project Reporting Date |  |
| Project Completion Date (expected) |  |
| Name of Person Completing Report |  |
| Name of Person in charge of Finance |  |

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| **SUMMARY OF THE PROJECT RESULTS / IMPACTS** |

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| *Please share the results of your project. Were all the project objectives achieved? What were the key impacts of the project? How did the project contribute to the objectives of the Memory of the World programme?* |
| **DESCRIPTION OF PROJECT IMPLIMENTATION ACTIVITIES** |

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| *Please share the key activities in your project. Were there any changes from your initial project proposal?* |

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| **WORKPLAN** |

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| *The progress report should compare the present status with the original plan, and provide detailed forecast of your project activities of the entire project’s work plan, until the end of the project.* |
| **BUDGET AND EXPENSES** |

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| --- | --- | --- | --- |
| Item / content description | budget  planned | expenditure | |
| expenditure | budget to be spent |
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|  |  |  |  |
| TOTAL COST |  |  |  |

*\* in USD*

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| *Please provide a summary of the budget expenditure so far on the project versus the budget proposal.*  *(For the final report, the use of budget needs a signature from the financial department.)* |

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| **PHOTOGRAPHS** |
| *Please provide at least 2 high resolution images from your project (each image should be min 1 MB). These should be of sufficient quality to be used on the MOWCAP/ACC website. Please select interesting/action photos.* |

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|  | **This progress report was reviewed and certified by** |  |
|  | *(sign here)* |  |
|  | ***Name of the Representative*** |  |
|  | *Position*  *Name of Organisation* |  |

*※ Note : This should be signed by the director/representative of your organisation or project manager.*