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**PROJECT EVALUATION AND CONTINUATION FORM**

**Please read Appendix I first (*last page of this document*).**

**Form must be submitted in English.**

Internal Project Number (*filled in by BEARS in MIND*):

**1. GENERAL INFORMATION:**

 Date of application:

 Main research group/ institution/ organization:

 Contact person/ project leader:

 Address (inc. e-mail):

**2. SUMMARY PROJECT PROGRESS, ACTIVITIES AND RESULTS (*max 200 words, include a more extensive report (max. 2000 words) in an appendix*):**

**3. OUTPUT (*publications, presentations etc., if possible send copy*):**

**4. PROJECT OBJECTIVES:**

**4a. Have the objectives, as formulated in the original proposal been reached ? (*If no, please explain*)**

**4b. Have any other objectives, not formulated in the original proposal been reached?**

**5. FINANCIAL ACCOUNT:**

**5a. Include an appendix with a table with the original budget and the real expenditures of the project.**

**5b. If the funds granted by Bears in Mind was only part of the total budget, please indicate where the Bears in Mind grant was spent on.**

**6. DID YOU ENCOUNTER ANY PROBLEMS OR CONSTRAINTS DURING THE REALIZATION OF THE PROJECT ? (*If yes, please explain*)**

**7. HAS THE PROJECT BEEN FINISHED?**

**8. WAS YOUR ORIGINAL APPLICATION INTENDED FOR 1 YEAR?**

 **YES:** Sign here **NO:** Go to question 9.

Chair/president of the Institution/Research Group Project leader

Name: Name:

Signature: Signature:

**9. DESCRIBE ANY CHANGES IN THE ORIGINAL PROPOSAL CONCERNING:**

**9a. Duration of the project:**

**9b. Location of the project:**

**9c. Staff involved:**

**9d. Main problem or questions:**

**9e. Aim of the project:**

**9f. Methodology:**

**9g. Activities:**

**9h. Budget:**

**9i. Financial contribution that is requested from Bears in Mind:**

**10. ARE ANY NEW FINANCIAL SOURCES APPLIED FOR AND/OR GUARANTEED?**

**In case of EU: please also mention EU-programme and number.**

 **Indicate if source is applied for or already guaranteed (*if guaranteed then send written proof*).**

1. Name organization / Institute:

 Address:

 Amount applied for or guaranteed: **€**

2. Name organization / Institute:

 Address:

 Amount applied for or guaranteed: **€**

**11.  PROBLEMS/CONSTRAINTS (*describe how any problems or constrains if mentioned under question 5 will, be dealt with*):**

**12. TIME SCHEDULE:**

**12a. Is the project on time schedule ? (*if not please explain*)**

**12b. Give a detailed time schedule for the next year of the project:**

**12c. Give a rough time schedule for the rest of the project:**

**13. SIGNATURE:**

Chair/president of the Institution/Research Group Project leader

Name: Name:

Signature: Signature:

## **Include with this proposal:**

* **Report on progress, activities and results so far (*max. 2000 words*).**
* **If possible, copy of output products.**
* **Overview of original budget and real expenditures.**
* **Background information any new partners.**
* **Written proof other financial sources.**

*APPENDIX I*

**EXPLANATION TO THE QUESTIONS OF THE 'PROJECT EVALUATION AND CONTINUATION FORM'**

**Question 1**: Date of first application and period which is described in this form. Title of project, main organization and name of the project leader and address.

**Question 2**: Give a summary of the progress, activities and results for the period indicated under question 1. A more extensive report can be given in an appendix (*max. 4 pages*).

**Question 3**: Indicate all output so far including publications, presentations, educational materials, reports to others etc. etc.

**Question 4**: Project objectives

a. Indicate to what extend the original objectives have been reached so far.

b. Indicate if any other goals have been reached or any other activities developed.

**Question 5**: Financial account

a.. Compare in a table the original budget with the real expenditures and elaborate on any major differences.

b. It is important for the communication to donors that Bears in Mind knows where the grant money is spent on.

**Question 6:**

If the project faced any problems or constraints please explain. It is important for Bears in Mind to know what possible problems are, that projects face in the field so that in the future we might be able to help avoid them.

**Question 7**: Indicate if the project is finished. If the project is not finished as originally planned please explain why. Indicate which part of the project still has to be carried out.

**Question 8**: If your original application was intended for one year you can sign the form here. If the original application was intended for more then 1 year and the project is not finished yet go to question 9 and fill in the rest of the form.

**Question 9**: In this question you have to describe any changes in the original proposal concerning:

9.a Duration of the project 9.b Location of the project

9.c Staff involved 9.d Main problem or questions

9.e Aim of the project 9.f Methodology

9.g Activities 9.h Budget

9i. Financial contribution that is requested from Bears in Mind

**Question 11**: Please indicate if any new financial sources are applied for and/or guaranteed (*send written proof of new contributions already guearanteed*).

**Question 12**:

a. Please indicate if the project is on time schedule (*see also question 6*)

b. You are kindly asked to provide a detailed working plan of the next year of the project and

c. a rough working plan for the rest of the project.

**Question 13**: This form has to be signed by the chairman/president of your Institution and the project leader of the project.

Please e-mail the completed project proposal form to **projects@bearsinmind.org**