

Guidance for the factual report

Preliminary remarks:

In your factual report, you can tell us about the substantive aspects of your project – it is intended as a supplement to the proof of costs. In principle, you are free to structure the report according to your own ideas; a good **guideline for the length is 1.5 to 3 pages**.

We use the factual report in the foundation primarily to learn **more about the progress and results of your project**. **You are welcome to include criticism of or requests** to us in the report – we also use the factual reports to develop further. In addition, the factual report also serves as internal documentation and as a basis for decisions on any further applications.

Against this background, we are particularly interested in your **critical reflection on the project**. It is not a disadvantage if you also address aspects that did not work as planned. We would like to understand the reasons that led to changes or failures in the project and what you can take with you for your future work. If you engage in this critical reflection, it will rather have a positive effect on the chances of your next application being funded.

The following questions can help you write the report:

Project progress:

- How has your project developed since you submitted your application?
- What (positive or negative) deviations from the originally planned course of the project occurred? Why?
- What problems arose? How did you deal with them?

Project results:

- To what extent were you able to achieve the goals formulated in the application? How do you measure the achievement or non-achievement of your goals?
- How did the project resonate with your target group? How did you determine this?
- What can you take with you from the project? (e.g. cooperation, new ideas)
- Outlook: how should the project develop in the future?

If you have any questions about the report, please do not hesitate to call us!