

## **Instruction sheet for final reports on one-off awards (small projects)**

As a rule, small projects are one-off awards of less than CHF 100'000.

A final report must be submitted after completion of each funded project. The submission deadline is specified in the award letter.

Send the final report by e-mail to the office ([kontakt@hirschmann-stiftung.ch](mailto:kontakt@hirschmann-stiftung.ch)).

**The final report should be concise and impact-oriented (max. 4 A4 pages).**

It should contain the following:

- Project title, duration of the project.
- Short description of the content of the project, achievement of objectives, particular difficulties, particular successes, important findings from the project and the project work, statistics if applicable, what effects were achieved, what sustainable effect does the project have?
- Final account of the project including budget comparison. Any deviations should be commented on.
- Compilation of the funding agencies/organisations as well as a statement on the use of the surplus or the way in which the deficit was covered.
- If available, pictures may be inserted or attached to the report, as well as further appendices.