

Guidelines for reporting on flagship projects

Flagship projects are multi-year grants exceeding CHF 100,000, based on a mutually signed agreement.

As a rule, an interim report must be submitted each year, as well as a final report upon completion of the agreed funding period. Submission deadlines are specified in the agreement.

Please send the report by email to the foundation office: kontakt@hirschmann-stiftung.ch and to the Foundation Board member responsible for overseeing the project (see agreement).

In addition to the written report, an annual review meeting with the Foundation Board member overseeing the project is encouraged.

The report should be concise and results-oriented (maximum of four A4 pages) and include the following:

- Project title and duration
- Executive Summary
- Brief description of the project's progress, including the achievement of objectives, key challenges and successes, main insights gained from the project and its implementation, any relevant statistics, the effects achieved, and the project's lasting impact
- Interim or final financial statement, including a comparison with the original budget. Any deviations should be explained.
- List of funding agencies/organisations along with information on how any surplus was used or how any deficit was covered.
- If available, photos for publication on our website or other relevant appendices may be included with the report.