



Reconciliation Fund Narrative and Financial Report

Please complete all sections of the form. In addition, the organisation's signed annual accounts should be submitted. **Where the grant from the Reconciliation Fund exceeded €12,500, these accounts should be externally audited.**

The audited financial statements or organisation's accounts **must** show the grant as a separate entry, labelled as "Department of Foreign Affairs - Reconciliation Fund."

The organisation will be expected to cooperate fully with any form of audit, evaluation or requests for further reporting on this grant requested by the Department.

Please complete form electronically, print, hand-sign and scan form for submission via email.

Overview

Name of Organisation	Click or tap here to enter text.
Grant Application ID	RECFUND-00000Click or tap here to enter text.

Address of Organisation (Main Location of Work)		Correspondence Address (if different)	
Address 1	Click or tap here to enter text.	Address 1	Click or tap here to enter text.
Address 2	Click or tap here to enter text.	Address 2	Click or tap here to enter text.
Address 3	Click or tap here to enter text.	Address 3	Click or tap here to enter text.
Address 4	Click or tap here to enter text.	Address 4	Click or tap here to enter text.
City	Click or tap here to enter text.	City	Click or tap here to enter text.
Post Code	Click or tap here to enter text.	Post Code	Click or tap here to enter text.
Country	Click or tap here to enter text.	Country	Click or tap here to enter text.

Name, Position and Contact Details of Contact Person	
Name	Click or tap here to enter text.
Position	Click or tap here to enter text.
Phone (Day Time)	Click or tap here to enter text.
Mobile	Click or tap here to enter text.
E-mail	Click or tap here to enter text.
Website	Click or tap here to enter text.

Name of Chairperson and Treasurer of the Board (or governing body of the organisation)			
Chairperson	Click or tap here to enter text.	Treasurer	Click or tap here to enter text.

Grant Details

Grant Amount

Click or tap here to enter text.

Date of Grant Receipt

Click or tap to enter a date.

Please outline any significant changes in the running of the organisation since the grant award, which may include updates around governance, financial systems, board membership etc., as relevant

Click or tap here to enter text.

Please list below any uses of the name or logo of the Department of Foreign Affairs and Trade or the Reconciliation Fund on any promotional or published material in connection with its support of the project.

Click or tap here to enter text.

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Narrative Report

Note: You may find it useful to refer to your original application form in completing this section.

1. Project Overview

Project Name	Click or tap here to enter text.
Grant Application ID	RECFUND-00000Click or tap here to enter text.

2. Context/Background/Justification:

Please outline the background/context/justification for the project, and describe any changes to this during the project period.

Click or tap here to enter text.

3. Project Activities:

- (a) Describe the project and the activities that were carried out. Include a description of all components of the project, including the number and background of the participants, the timescale and the area(s) of delivery.

Click or tap here to enter text.

- (b) Were there any changes from the project as outlined in the grant application form? If so, please outline the changes and why they were made.

Click or tap here to enter text.

- (c) Please list any other groups/organisations which were involved in the implementation of the project. If these are different to the organisations listed in the grant application, please outline why.

Click or tap here to enter text.

- (d) How was the project monitored and evaluated?

Click or tap here to enter text.

- (e) Was outside expertise engaged in the course of the project (including consultants, facilitators, trainers etc.)? If so, please list the names of service providers below, and give a brief summary of the services provided.

Click or tap here to enter text.

3. Short Term Outcomes:

(a) What were the immediate and direct results of the project? e.g. Number of participants/staff trained, tensions eased, activities carried out, policies implemented etc.

Click or tap here to enter text.

(b) Please summarise any lessons your organisation has learnt from the implementation of the project, and describe how these lessons will be used to improve future performance

Click or tap here to enter text.

4. Long Term Impacts:

(a) How have the activities affected or contributed to the need identified in the grant application, and how are the activities expected to continue to contribute to the broader situation in the longer term? e.g. Barriers broken down, relationships built etc.

Click or tap here to enter text.

(b) How did the project contribute to the objectives of the Reconciliation Fund?

Click or tap here to enter text.

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Financial Report

5. Total cost of the Project

Click or tap here to enter text.

6. Amount received from the Reconciliation Fund (in Euro)

Click or tap here to enter text.

7. Please outline additional sources of funding for this project. Should it be required, please use the expandable field below to add any additional sources of funding.

Source	Amount
Click or tap here to enter text.	Click or tap here to enter amount
Click or tap here to enter text.	Click or tap here to enter amount
Click or tap here to enter text.	Click or tap here to enter amount
Click or tap here to enter text.	Click or tap here to enter amount
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Click or tap here to enter text.	Click or tap here to enter amount
Click or tap here to enter text.	Click or tap here to enter amount
Click or tap here to enter text.	Click or tap here to enter amount

Please use this expandable box, should you have additional sources of funding to include

Click or tap here to enter text.

8. Please provide a **detailed** budget breakdown for the project showing how funds were spent and specify the currency used.

Notes:

- i. You should be in a position to supply supporting receipts for each item of expenditure towards which the Reconciliation Fund grant was directed, if requested.
- ii. Where consultancy costs are included, please include the name of the individual/entity involved
- iii. Where costs for residentials are included, please include the location of the residential, and include a breakdown of cost per participant.
- iv. Where external training courses or qualifications are included, please specify the course name, the awarding institution, and the cost per participant.
- v. If you require more space, please use the expandable field below.

Budget Breakdown

ITEM OF EXPENDITURE	TOTAL AMOUNT RECEIVED FROM RECONCILIATION FUND GRANT	AMOUNT OF THE RECONCILIATION FUND GRANT USED	CURRENCY
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £
Click or tap here to enter text.	Enter text.	Enter text.	Select € or £

Please use this expandable box, should you have additional items of expenditure to include

Click or tap here to enter text.

9. Were there any changes from the budget as outlined in the grant application form? If so, please outline the changes and why they were made.

Click or tap here to enter text.

10. Is there an underspend for this grant? If so, what is the reason for the underspend and what is overall total amount of the underspend?

Click or tap here to enter text.

11. Are the organisation's final annual accounts for the year in question enclosed with this report? On what page of the accounts is the Reconciliation Fund Grant marked as a separate entry? If the accounts are not yet finalised and signed, please state when they will be submitted.

Click or tap here to enter text.

Declaration:

I declare that all the above information is accurate. I confirm that the Reconciliation Fund grant was spent as outlined in the Letter of Offer (and any subsequent written approvals by the Department of Foreign Affairs and Trade, where applicable).

Signature	Click or tap here to enter text.
Date	Click or tap to enter a date.
Name (Please Print)	Click or tap here to enter text.
Title/Position	Click or tap here to enter text.

Please return the signed report, supporting documents and organisation's audited accounts (where appropriate) via email to the Reconciliation Fund.

The Department of Foreign Affairs is a registered data controller under the Data Protection Acts. We are committed to protecting any personal data you give us and are in full compliance with our obligations under the Data Protection Acts 1988 and 2003. Any personal information submitted to the Department through the Reconciliation Fund will be used solely for the purpose of contacting you with regard to your application, the processing of your grant and the assessment of the project supported by the Reconciliation Fund and will be destroyed when no longer needed. Any other processing or disclosure of the relevant information is not permitted other than in the exceptional circumstances provided for under the Data Protection Acts.

The Department is subject to the Freedom of Information Acts, 1997 and 2003. If you believe that information supplied by you should not be disclosed because of its commercial sensitivity or for other reasons, you should identify this information and state the reasons for its sensitivity. The Department will consult you about this sensitive information before making a decision on any Freedom of Information request received. The final decision on disclosure rests with the Office of the Information Commissioner and/or the Courts.