**Status report for projects under “An ocean in balance”**

The status report must evaluate the progress and results for the period since the last status report, as well as describe the activities and goals for the next period. The status report must be a maximum of five pages.

The status report must be attached to the activity plan/milestone plan. The activity/milestone plan must clearly illustrate whether the individual activities are progressing as planned or whether there are any delays. (See separate template).

All questions in the status report must be answered (see questions below)

NB: Attach status budget for the period and request for payment of the next instalment

**Project ID:**

**Project title:**

**Grant recipient:**

**Reporting period:**

**Overall assessment of the progress in the project:**

1. **Purpose of the project**

Provide a short summary of the main goal of the project

1. **Evaluate the project since last statusreport**

Provide a brief description of the timelapse since the last status report and of the individual activities in relation to the activity/milestone plan and provide an update of your evaluation and learning so far.

Which sub-results have you achieved and with what effect?

* Is the project progressing as expected (specify any time delays)?
* Have there been any special challenges in the project that requires special attention?
* Are there elements in the project that seem to particularly support the goals?
* Have there been changes in employment or areas of responsibility?
* Other circumstances?
* Describe and justify any significant changes in the project since the last status, including any need to revise the goal of the project and expected effects (NB: significant changes to the budget, schedule or purpose of the project must be approved by the foundation)
* Is there a need to adjust the activity plan and possibly the budget plan?
1. **Dissemination**

Describe communication with regards to the preliminary experiences and results of the project you have conveyed and to whom? Feel free to link to relevant reports, websites or press releases, participation in conferences etc

1. **Anchoring after the project period**

Describe how you work to get the result of the project widely anchored?

Has the experience of the project so far given rise to new considerations about how the results can best be implemented and anchored?

1. **Next period**

Describe your goals and activities in the next project period, including participation in conferences, national and international meetings and conferences.

1. **Status budget**

Attach status budget for the period. Deviations in the spending compared to the approved budget for the last periods as well as the extent of unused funds must appear clearly in the budget. Significant changes must be approved by the foundation and sent in due time to the foundation with a description of the reason for the changes and a proposal for a new budget for the remaining project period. The foundation template can be used if necessary**.**

1. **Payment of next rate**

The request for payment of the next installment is sent as an email or a separate document and must contain the following information:

* Project number and project title
* Payment period
* Amount
* Cvr. No/company number.
* Bank, registration number and account number.