FINAL REPORT

Date: 　　　　/　　　/

**To the President of Sasakawa Health Foundation:**

\*Report must **NOT** exceed 6 pages.

|  |
| --- |
| **1. Organization Name:** |
| **2. Project Title:** |
| **3. Name of the Contact Person:** |
| **4. Overall Project Period: From Year/Month To Year/Month** |
| **5. Project Period for FY2022: From Year/Month To Year/Month** |
| **6. Executive Summary** |
| **7. Update Information to Project Background (if any)**  *Please report changes to the project background such as environment surrounding the project, other organizations undertaking initiatives in the same area, etc.* |
| **8. Progress Made to the Overall Goal of the Project (for final project year only)** |
| **9. Progress Made to the Main Objective of the Project** |
| **10. Activities**  *Please report detailed activities implemented in the order of the activity number on the budget sheet following the format of the example below. Please be sure to include the number of beneficiaries of each activity.*  *Example:*  *(1) Activity name: Educational activities in public schools*  *When: 15-17 June & 20-22 August, 2022*  *Where: Akasaka, Tokyo*  *Who and How Many: 15 schools; workshops attended by total of 300 high school students*  *How and What: 2 of SHF staff conducted two-our workshops at public high schools for correct knowledge of leprosy. We found out by survey we conducted at the end of the workshop that 50% of the students did not know about leprosy before but they could obtain proper knowledge by the workshop.* |
| **11. Outcomes/Impact, Evaluation Results** |
| **12. Output** *(i.e. publication, conference report, field report, list of scholarship students, etc.)* |
| **13. Challenges Encountered** |
| **14. Others**  *Please provide any other information relevant or significant to the project or any change to your organization*. |
| **15. Financial Summary**  *Please submit a detailed financial report separately using the budget sheet.*  (1) Actual Expense Total:      (2) SHF Grant Amount: (in your currency, e.g. USD, INR, IDR)  Approved amount:  Amount received as 1st instalment:  Amount received as 2nd instalment (only for applicable projects):  Expected balance to be remitted:    (3) Describe any significant variance (+/- 10%) from your budget and summarize why. (It is also possible to describe this in the financial report. If you do so, please indicate here: “See financial report”.) |