



BRIEF REPORT OF EVENT/PROJECT

PROJECT TITLE:

DISTRICT TEAM AND ADDRESS:

MOBILE/TELEPHONE:

DISTRICT REPRESENTATIVE:

EMAIL:

PROJECT COORDINATOR:

ADDRESS:

DATE OF REPORT SUBMISSION:

TOTAL PROJECT COST: NRS.

TOTAL BENEFICIARIES:

PROJECT SUMMARY AND RECOMMENDATION:

.....

.....

.....

.....

.....

.....

Following the completion of a training/workshop to '*Program Title*'.

1. Title, Venue (Ward, Municipality, District) of the Program

2. Background to the Project:

- Situation analysis of young participants needs assessment
- Target audience: Number and representation of participants (Age group, Adults, Youths, Women, Technical Students, Medicine Students, Management Students, Local People, Local Government Representatives, Political Leaders, Farmers and so on). Participants representing their background (Banks, Companies, Book Stores, Schools/Colleges).

3. Project Objectives

4. Discussions and Project Activities:

- Include details of the contents of the training/workshop activities

5. Budget

- Include the source of total income generated for the program as program revenues, grant funds, sponsors, donations with total detailed expenses throughout the program.

6. Recommendations based on the evaluation of Project

7. Follow up action plan to contribute further to the project objectives

8. Conclusions

9. Acknowledgements of collaborations and sponsors

10. Annexes attached to the report should include:

- Annex 1: List of participants with designation, address, phone number, e-mail, affiliated organization and signature: All members involved in planning and co-ordinating the training/workshop
- Annex 2: Details of any teaching/training materials used as reference materials
- Annex 3: Programme agenda/schedule
- Other Attachments: Original bills of total expenses (bill should be with PAN No. for expense above NRs.1000/-), Photo features to highlight the program (mail the total photos of the program at teamnepoprograms@gmail.com), and News coverage (if available)

Prepared by
Name and Position:
Signature:
Date:

Submitted by
Name and Position:
Signature:
Date: