

STANLEY THOMAS  
JOHNSON  
FOUNDATION

**Explanatory notes for final reports associated with grants: Conflict and violence**

Please send us a final report **by email only** to [conflict@johnsonstiftung.ch](mailto:conflict@johnsonstiftung.ch) within three months after the completion and before applying for another project.

**The report should include the following (max 10'000 characters):**

- Were the planned activities undertaken as described in the project submission?  
If not, please explain the divergences and the reasons for them.
- Were the milestones and goals set out in the project attained?
- How many people and which target groups were reached?
- Were there any particular problems and successes during project implementation?
- Information in relation to PR work within the project, if relevant
- Prospects: Do you plan follow-up projects or measures? How is the sustainability of the project guaranteed?

**Financial report**

- Overview of the grants received from the Foundation
- List of expenditure (based on the project budget and with comparative figures)
- Details and, where applicable, reasons for divergence from the original project budget and in relation to using a surplus or covering a shortfall
- Copies of the bills and receipts need only be submitted to the Foundation if requested by us.

**Where applicable, please include the following with your report:**

- Evaluation reports, if available, from external audit reports or appraisals
- 2-3 high resolution photographs in JPEG and landscape format  
(required width: 2000px; resolution: 72dpi) and references to electronic online documentation (YouTube videos or similar) which we could publish on our website and/or in our annual report.