**DEAR FUNDING RECIPIENT**

Beyond the usual report confirming the use of the funds, MAHLE‑STIFTUNG GmbH evaluates its funded projects for internal purposes and asks for your help with this. Please describe your project and its sequence with the greatest possible objectivity. A rather weak assessment of the success of your project will not have a detrimental effect on any subsequent applications.   
  
Please describe your project on at least one DIN A4 page, but on not more than five DIN A4 pages. The scope of the report should be appropriate for the project, contain the following data and answer the following questions if these are applicable to the project:

|  |  |
| --- | --- |
| Application number |  |
| Project title |  |
| Name of the institution |  |
| Telephone, fax |  |
| Road, house number |  |
| Postcode & City |  |
| Country |  |
| Email |  |
| Project Manager(s) |  |
| Address (if different from the institution) |  |

|  |  |
| --- | --- |
| 1. | Project participants  (Project Managers, employees, target group if applicable, cooperation partners with indication of their functions and qualifications),  Project implementation location |
| 2. | Description of the initial situation |
| 3. | (Partial) goals and expectations, success criteria |
| 4. | Methods used |
| 5. | Sequence of the project |
|  | chronological |
|  | content |
|  | work of the project participants |
|  | difficulties that occurred |
| 6. | Assessment of the project by the Project Managers (other participants if applicable) |
|  | Target achievement |
|  | Compliance with financial framework |
|  | Compliance with time frame |
| 7. | Would you recommend that the project should be executed in exactly the same way overall again, and if not, what would you do differently? |
| 8. | What does your project contribute to the development of our society? |