Dear partner,

In order to facilitate the implementation of your project and to ensure adequate monitoring, we kindly ask you to fill and send to us the quarterly report as agreed in the Grant Agreement.

You will find attached the format for the report.

The three months report consists in tree main documents and annexes:

1. A chart indicating progress and any modifications of the implementation plan for your project.
2. A short narrative document
3. Financial report and offer summary table.
4. Annexes consisting in the documents related to the deliverables indicated in the implementation plan, the accounting table indicating project expenses, and an offer summary table recording the tendering procedures.

We hope you can send in all the documents by the time indicated in the grant agreement.

Please feel free to contact the REF staff for further information or support.

We greatly appreciate the effort which you devoted in implementing the project financed by REF. Thank you very much for your interest in the work of the Roma Education Fund.

Sincerely yours,

Toby Linden
Director
Roma Education Fund