|  |
| --- |
| **Interim Report Summery** |

DATE：

ORGANIZATION NAME：

PROJECT NAME:

PROJECT #： KNCF202X-

GBF TARGET(S)：

CONTACT PERSON：

PHONE #：

MAIL ADDRESS:

1. **Achievement during the period**

Note: Be sure to describe any problems occurred）

**（１）Overviews**

**（２）Numerical Outputs**

**（３）Contribution to GBF Target(s)**

**（４）****Strengthening of the Organization’s Infrustructure**

**（５）****Media Exposure including online（in detail）**

**２．Activity Progress Status**

**（１）Ist Half relative change from the activity plan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities/Tasks  **(Original Plan)** | | **1st Half FY202X** | | | | | | **Comment** |
| **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** |
| １． | PLAN |  |  |  |  |  |  |  |
| ACTUAL |  |  |  |  |  |  |
| ２． | PLAN |  |  |  |  |  |  |  |
| ACTUAL |  |  |  |  |  |  |
| ３． | PLAN |  |  |  |  |  |  |  |
| ACTUAL |  |  |  |  |  |  |
| ４． | PLAN |  |  |  |  |  |  |  |
| ACTUAL |  |  |  |  |  |  |

Add lines as needed.

**（２）2nd Half Outlook**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities/Tasks** | **202X** | | | **202X+1** | | | **Comment** |
| **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** |
| １ |  |  |  |  |  |  |  |
| ２ |  |  |  |  |  |  |  |
| ３ |  |  |  |  |  |  |  |
| ４ |  |  |  |  |  |  |  |
| New１ |  |  |  |  |  |  |  |
| New２ |  |  |  |  |  |  |  |

Add lines as needed.

**３．Income and Expense**

**（１）****Overview: major changes**

**（２）Result and Forecast**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Revised Budget \* | Progress as of September 202X | 2nd Half Forecast | FY202X Estimate |
| INCOME | KNCF　Fund |  |  |  |  |
| Other source 1 |  |  |  |  |
| Other source２ |  |  |  |  |
| Other source３ |  |  |  |  |
| Other source４ |  |  |  |  |
| Self-Finance |  |  |  |  |
| Total |  |  |  |  |
| EXP | Material & Goods |  |  |  |  |
| Field Survey & Operational |  |  |  |  |
| Meeting/management Activity |  |  |  |  |
| Personnel |  |  |  |  |
| Travelling |  |  |  |  |
| Office Cost & Others |  |  |  |  |
| Total |  |  |  |  |

* Budget revision made on KNCF Management System in April or May. Should there have been no such revision, use original budget on the application.

**４．Other matters to report**