

## Activity Monitoring Report – General Information

1. This report must be completed by the contact person of the organization.
2. Activity Monitoring Reports are prepared using the BELLEK Grant Management System within 30 days of the completion of each activity for ALL activities of the institution financed by Haklara Destek during the grant period. Separate reporting should be made for all other activities carried out for different purposes and / or using different tools / methods.
3. Supporting documents shall be provided for all activities financed by the Program. In addition to financial documents, activity outputs and other documents (exhibitor signature lists, photos, video recording, event agenda, content, relevant reports, if any) should be submitted.
4. The information provided below must correspond to the financial information that appears in the financial report with regard to the activities.
5. The Contracting Authority may request the correction of incomplete, inadequate reports and the provision of additional documents.

### Activity Monitoring Report

**Report Date:**

**Report prepared by:**

1. **Name of the Implemented Activity:**
2. **Date:**
3. **Place:**
4. **Budget item related to the activity** (*Budget item to be selected*)
5. **Description of the Activity** (*The purpose of the activity, relation of the activity with organizational objectives, etc.*)
6. **Identify any outputs produced within the scope of the study.**
7. **The website address and/or social media links of the activity:**