





**Changes to the approved project budget require prior UNDEF approval. Financial reallocations made without prior UNDEF approval will not be accepted, and the funds may have to be reimbursed to UNDEF. The Implementing Agency will be held responsible for over expenditures.**

#### **4.3 Mid-**



## 6. Visibility Requirements

The Implementing Agency must commit to featuring UNDEF as a donor in all outreach materials including banners, signs, all written materials and publications associated with the UNDEF-funded implementation of the UNDEF project. All presentation will include the UNDEF logo. Any acknowledgment should include the words "The United Nations Democracy Fund".

To conform to UNDEF visibility guidelines, the Implementing Agency must post an announcement on its website home page at the beginning of the project stating that the Implementing Agency is a UNDEF-funded project. The announcement should include the UNDEF logo and the text: "The United Nations Democracy Fund (UNDEF) is pleased to announce that the Implementing Agency is a UNDEF-funded project." The announcement should be posted on the website home page at the beginning of the project.

**ANNEX I****UNDEF REPORTING TIMETABLE**

Where applicable, templates for the reports mentioned below are available on the UNDEF website.

All reports should be sent to the relevant UNDEF Programme Officer, with a copy to [democracyfund@un.org](mailto:democracyfund@un.org).

<b>Report Title</b>	<b>Prepared By</b>	<b>Submitted By/To</b>	<b>Deadline</b>
<b><i>Milestone Verification Report</i></b>	UNDEF-appointed monitor	By UNDEF-appointed monitor to UNDEF	Following attendance of milestone activity
<b><i>Milestone Financial Utilization Report (FUR)</i></b>	CSO and certified by the designated external auditor	By CSO to UNDEF	Completion of each Milestone (#2 and #3)
<b><i>Mid-term Progress Report</i></b>	CSO	By CSO to UNDEF	13 months after Project Start Date (PSD) <sup>(1)</sup>
<b><i>Final Narrative Report</i></b>	CSO	By CSO to UNDEF	1 month after project end or 25 months after PSD <sup>(1)</sup>
<b><i>Final Financial Utilization Report (FFUR)</i></b>	CSO and certified by the designated external auditor		