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 project, as well as on the Implementing Agencyøs website and publications resulting from the 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 A(e) and 10i7"2r39.9 353.9 5986 w/La6u

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.

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

Final Financial Utilization Report (FFUR) CSO and certified by the designated external

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