**Directorate of Youth Affairs, Khyber Pakhtunkhwa**

**Post-Event Report Template**

**1. Basic Information**

|  |  |
| --- | --- |
| **Title of Event** | [Insert Value] |
| **Name of Applicant/Organization** | [Insert Value] |
| **CNIC / Organization NTN** | [Insert Value] |
| **Contact Number** | [Insert Value] |
| **Email Address** | [Insert Value] |
| **Venue** | [Insert Value] |
| **Event Date(s)** | [Insert Value] |
| **Total Participants** | [Insert Value] |

**2. Event Summary**

Provide a brief summary of the event, including:

* Objectives
* Activities conducted
* Key outcomes
* Any challenges faced

**Note:- Event Summary must be consist of minimum 200 words.**

**3. Budget Utilization**

Attach the original approved budget and provide an update on actual spending:

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Approved Amount** | **Actual Amount Spent** | **Remarks** |
| [e.g., Venue Charges] | [PKR] | [PKR] | [e.g., Paid] |
| Total | [PKR] | [PKR] |  |

**4. Supporting Documents Checklist**

☐ Photographs of the Event (minimum 30, showing activities and participants)

☐ Newspaper Cuttings (mandatory)

☐ Attendance Sheet/List of Participants

☐ Receipts / Invoices for Expenditures

☐ Verified Participant List (for Merged Areas, if applicable)

**5. Declaration**

I hereby confirm that the information provided in this report is accurate and complete to the best of my knowledge. I understand that failure to submit a truthful report may affect future eligibility.

|  |  |  |
| --- | --- | --- |
| **Name of Applicant / Organization Head** | **Signature** | **Date** |
| [Insert Name] |  |  |