**SCBF - Guidelines for writing a financial education final report**

Final reports (including all figures) must be submitted in English. The final reports are public documents and will be published on the SCBF website.

Financial education is defined very broadly, but for the reporting purposes must always include generic financial literacy training. Other eligible components can be product information, business skills training, and responsible marketing. Be specific in defining the financial literacy needs assessment needs, and main activities and outputs delivered (Chapter 2: Intervention approach). You may also draw this information from the application.

**Reports must be max. 5 pages long, with a focus on chapter 3 (outcomes**). Please differentiate between outputs (chapter 2) and outcomes (chapter 3). Outputs are typically products or trainings or other activities that came out of an intervention, whilst outcomes are the observed effects that outputs have on clients and Financial Sector Partners. (E.g. Output = 200 clients received a 4-hr long training on household planning and budgeting. Outcome = the trained clients now put aside money for school fees instead of on consumer spending.)

**Please DO:**

* Send reports in MS Word format, font type Arial, size 10. Use British English and numeral system- e.g. 1,000.50, 0.45%.
* Include photos at high resolution (ideally JPEG). ***Note****: Without contrary remarks from your side, we may use the pictures of this report for SCBF publications (e.g. annual report). Please state caption and credits if needed.*
* Remember to properly reference all your sources using endnotes.
* Remove the grey tables and all instructions in *italics* once you have answered all questions.
* Submitted versions should already be in a publishable form. SCBF does not have yet final reports in financial education but you may use the following final report sample in banking of SCBF 2012-08 for reference as a good example for style: [*Final Report - Sample*](http://scbf.ch/wp-content/uploads/2013/11/Final-Report-Sample1.pdf)

**Please DO NOT:**

* Repeat any information more than once and keep it in relevant chapters.

Receipt of final reports will be acknowledged within one week of submission.

Please do not hesitate to contact SCBF with any questions regarding these guidelines.