**narrative report**

*Please delete the light grey guidance notes and examples when fields are completed*

*\*Answers are not expected to be lengthy, however please keep them relevant*

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| **1. general information:** | |
| **Name of organisation** |  |
| **Contact information** |  |
| **Date** |  |
|  | |
| **Project Information** | *please note any changes from what was submitted in the original proposal* |

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| **2. progress against metrics/indicators:** |
| *please report against the indicators you have shared with us* |

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| **3. progress update *(please rate progress and provide narrative responses for the following questions)*:** |
| 1. Summarize the key milestones for this project and to what extent they have been achieved to date |
| *please write your response here* |
| 1. Briefly describe the progress being made in the other activities you listed in your proposal. |
| *please write your response here* |
| 1. Are there any obstacles or challenges you have experienced due to Covid-19 that have affected your proposed workplan, methodology or key milestones? How did you overcome the challenges? Or how do you plan to overcome these challenges? |
| *please write your response here* |
| 1. Are there any other challenges, related to activities or your organization, that affected your proposed work plan? Please indicate activities that are behind schedule or not yet begun and any changes in project planning or set-up. Please include plans to address these delays. |
| *please write your response here* |
| 1. List any interim results, findings, or impact. |
| *please write your response here* |
| 1. List any learnings on what worked and what didn’t work. |
| *please write your response here* |
| 1. Please discuss any changes to the budget or expected underspend. These changes will need to be approved and should accompany a revised budget submission. Please note: No additional funds will be available. |
| *please write your response here* |

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| **4.**  **UPDATE ON DISSEMINATION PLANS:** |
| *please write your response here* |

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| **6.**  **CASE STUDY:** |
| *We are looking to foster the sharing or ideas, methodology and data as well as learning, problem solving, community impact, and collaborative partnerships. Examples could include a memorable encounter with an individual respondent, how a community leader was able to influence their community, a crisis that was averted in the project implementation, important or new insights on methodology or from results. If possible, please provide a high-quality picture that can be shared with your case study. Case studies will be required in the final reporting as well, which can be a different example or an update to a case study submitted for mid-term reporting. It will not be used publicly unless approved by your side.* |