Project Reporting Format:

1. **Project/Program Name:**

2. **Date of Report:**

3. **Reported By:**

4. **Specific Activity Name:**

5. **Total direct beneficiary:** (Total #, Total # female / male)

6. **Implementing Partner(s)/ Settlement Name:**

7. **Activity Progress Update** *(Details of activity implementation):*

8. **Lessons Learned &/or Problems Faced, if any (During the activity implementation):**

9. **Collaboration/Coordination: Describe any coordination efforts and recommendations for improving coordination in the future:**

10. **Suggestions for Future Improvement or Corrective Action, if any (regarding activity):**

11. **Important Next Steps, if any (After this activity):**

12. **A brief Description of Potential Success Story, if any:**

13. **Financial Position: Donor Name:**

S.no	Particulars	Donor Approved Funds	Actual Expenditure	Balance Fund
1				
2				
4				

Concluding Remarks:

<u>Only for the PRM Funded Projects:</u>

1. Describe Any Changes from the Original Plan, and Why the Change was made:

Any changes – delay in the program implementation (give reasons), changes in the budget (give reasons), changes in the activity itself (give reasons), new activities implemented/planned (give reasons)

2. Participation in Accountability to the affected population:

    a) *How the information about the activities was shared with community members and students:*
    b) *How the information about giving feedback and complaints was shared:*
    c) *How feedback were collected from beneficiaries:*
    d) *What the feedbacks were and how it was addressed/were adjustments made as a result of received feedback:*

Any additional information:

3. <u>U.S. Government Recognition</u>: Identify how your organization has recognized PRM funding for this project during this quarter.

☐ **Annual report. If so, when published:**

☐ **Press releases or other written communications and publications. If so, when:**

☐ **Acknowledgment at the project site. If so, what:**   **If not, why:**

☐ **Other:**