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:

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<th>S.no</th>
<th>Particulars</th>
<th>Donor Approved Funds</th>
<th>Actual Expenditure</th>
<th>Balance Fund</th>
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Concluding Remarks:
Only for the PRM Funded Projects:

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.S. Government Recognition: 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: