# Project Report Template

## Table: Basic Information Summary

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| --- | --- |
| Requested information | Insert inputs under this column |
| Name of Organization: |  |
| Name of Project: |  |
| Cooperative Agreement #: |  |
| Amount of Funding: |  |
| Time Period of Agreement: |  |
| Country of Program: |  |
| Site(s)/Location(s): |  |
| Primary Point of Contact/Title: |  |
| Phone Number: |  |
| E-Mail Address: |  |
| Date of Report: |  |
| Time Period Covered by Report: |  |

**Note:** This reporting template aims to simplify reporting requirements while ensuring all required elements are addressed. Delete instructions and other guidance information before final submission. You may adjust the spacing and formatting of the documents as long as you provide the requested information under each section.

## Overall Performance

Discuss the overall performance and results of the project to date, referring to the project’s objectives and annual targets. Specifically, note the project’s impact on the different needs of women, men, boys, girls, and vulnerable individuals. **(Suggested length: 1 page)**

**Additional guidance to Partners:**

* Provide a narrative summary of the overall performance, briefly describing how progress has been made over the course of the project or since the last interim report (if required). Use this section to highlight important achievements, significant constraints or challenges encountered, or other significant factors affecting the project’s results or implementation. Discuss performance in relation to the overall context or needs and the original purpose or objectives of the project.
* Within the general discussion of performance, focus on how you identified and met the needs of vulnerable communities and individuals. Explain how you considered gender in this project and how you integrated it into project implementation. Highlight any challenges or concerns related to the needs of women, men, boys, girls, and vulnerable individuals that arose and how you addressed them.
* To distinguish this response from the “Measuring Results” section, focus more on the overall narrative of the project’s successes and failures within the context of its overall purpose and objectives (as set in the initial proposal). Use “Measuring Results” section for more detailed reporting against the targets, , benchmarks, or milestones of the project.

## Programmatic Changes

Please note that any requests for amendments must be approved in advance by the Grants Officer/Grants Officer Representative. Do not use this space to request changes. If a change was requested and approved, please state it.

Briefly explain any changes in the operational environment that required adjustments to the program’s implementation, which were not reflected in the original project plan (implementation plan, activities, indicators, or outcomes.) **(Suggested length: 1/2 page to 1 page)**

**Additional guidance to Partners:**

* Use this section to describe how the humanitarian context has changed, changes in the needs of the program participants, or other challenges or constraints encountered that require adapting the implementation plan, activities, indicators, or outcomes. If a change was requested and approved by PRM, please mention it.
* For interim reporting, provide recommendations for improving the project design or adapting the project to address these changes, including any alterations to project goals, implementation plan, specific activities, indicators, or proposed outcomes.
* For final reporting, describe the adjustments made due to the change in circumstances and how this affected achievement or change of the objectives or milestones established in the original proposal.

## Measuring Results

Each quarter, partners must submit an updated Excel indicator table with quantitative data showing progress towards indicator targets. Use the Excel indicator table version approved during the proposal process to align with the objectives and indicators in the cooperative agreement. Do not remove or change indicators without prior approval from PRM.

In addition to the Excel indicator table, use this section to provide more details on any notable achievements or challenges related to objectives and indicators. You may insert or delete bullets based on the number of objectives in your program.

**(Suggested Length: 2 pages per objective, consult with PRM program staff if recommending longer submissions)**

Include a narrative assessment of progress toward each objective. Note if the project’s overall progress is on track to meet annual targets or under/over-achieve targets (i.e. at 25% of annual targets at Q1, 50% at Q2, and 75% at Q3). Discuss progress on relevant indicators within the objective, explain any delays in implementation, and highlight the underlying context that impacts the program’s progress to date. Data visualizations in the form of charts or graphs are permitted. Photos of project implementation, especially for construction, are welcomed either in this section or as an attachment to the report.

* Objective 1: (Enter Objective Description)
* Indicator 1 (Example: PRM-1: Number of individuals directly reached through PRM funding)
* Year X Target: X or X%
* Cumulative achieved (year to date):
* On target or under/overachieved (if underachieved, explanation of how this will be addressed in next quarter(s); if overachieved, reason and any budgetary impact)
* Indicator 2 (Example: Custom-1: Number of healthcare workers provided with MHPSS counseling)
* Objective 2: (Enter Objective Description)
* Objective 3: (Enter Objective Description)

## Program Participants

Describe the geographic locations and populations involved in or affected by the project during this period. Include any efforts to reach marginalized sub-groups, such as persons with disabilities, older persons, women and girls, LGBTQI+ persons, etc...  **(Suggested length: 1/2 page)**

## Participation of and Accountability to the Affected Population (Q2 and Final Reports only)

Describe how the project is designed to maximize accountability toward the affected population. **(Suggested length: 1/2 page)**

**Additional guidance to Partners:**

* How have you provided information about the organization and the project to affected populations? How have you ensured that this information is timely and accessible to all?
* How were crisis-affected people, including vulnerable and marginalized groups, involved in the design and implementation of the project?
* What did affected persons think about the assistance provided? If possible, quantify participant feedback.
* How did you use their views to guide decision-making?
* How was feedback collected, tracked, analyzed, and incorporated? Were adjustments necessary because of received feedback? If so, how did you make the changes?
* Provide evidence of collecting and using this feedback.

## Risk Management

Describe how you identified, managed, and mitigated risks to project implementation, including operational, security, financial, personnel management or other relevant risks.  **(Suggested length: 1/2 page)**

**Additional guidance to Partners:**

* Update the risk management analysis from the initial proposal. Did you identify the right risks? What new risks arose that you did not anticipate? How did you mitigate or address the identified risks? Did the mitigation measures work? Include both external risks from the overall environment and internal risks, such as financial or personnel management issues. This might include risks of corruption, conflicts of interest, loss or harm to project staff, loss or harm to project materials or resources.
* For projects in insecure environments, pay specific attention to security risks, including how the security situation evolved over the course of the project and how it affected project activities.

## Sustainability (Final Report Only)

Briefly describe how the project is working towards sustaining its outcomes. Include a discussion on the exit strategy and closure steps for the program.

**Additional guidance to Partners:**

* Briefly discuss the exit strategy for closing the project and analyze the likely after-effects. Focus on the sustainability of the project and the extent to which its results or benefits will continue after closure.
* Consider how the project contributed to community resilience or supported the capacity of local partners, especially if these elements were a key part of the project proposal.
* In some contexts, discuss how elements of the project will continue or feed into other long-term recovery, rehabilitation, or development efforts. For example, did the project support long term strategies to reduce humanitarian needs, underlying vulnerability, and risks?
* PRM requires a catalogue or inventory of any equipment, capital goods, or other assets acquired through project funds, and how they will be transferred, disposed of, or otherwise dealt with upon program closure. This is completed through a separate post-award task.

## Collaboration/Coordination

Describe the impact of coordination efforts, any synergies that developed, and provide recommendations for improving future coordination and its impact on sustainability.

**Additional guidance to Partners:**

* Describe efforts to coordinate with the host government, other relevant organizations, and the broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/coordinated responses (where applicable).
* Explain how these efforts contributed to the project, such as any synergies with other projects or any other benefits from the coordination.
* Suggest ways to improve coordination or enhance project outcomes.

## Other

Provide any additional information about the project or other related issues that you think are important to highlight.

## U.S. Government Recognition:

Identify how your organization has recognized PRM funding for this project during this quarter.

Per provisions of the cooperative agreement: The following provisions will be included whenever assistance is awarded:

The Recipient shall recognize the United States Government’s funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

* Fully funded by the award: “Gift of the United States Government”
* Partially funded by the award: “Funding provided by the United States Government.”

PRM highly encourages recognition of U.S. government funding on social media and website platforms to be included in program branding and marking strategy. Recipients should tag PRM’s X (Twitter) account @StatePRM and/or Facebook account @State.PRM (rather than using hashtags). Additionally, the applicable U.S. Embassy should be tagged as well.

Updates of actions taken to fulfill this requirement must be included in quarterly program reports to PRM.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient’s own corporate communications or in the United States.

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or project materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

Do not use the Department of State seal without the express written approval from PRM. Sub non-Federal entities (sub-awardees) and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement. Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer. (Note: An exemption refers to the complete or partial cessation of branding, not use of alternative branding). Requests should be initiated with the Grants Officer and Grants Officer Representative. Waivers issued are applied only to the exemptions requested through the Recipient’s proposal for funding and any subsequent negotiated revisions.

* Organizational Annual report. If so, when published.
* Press releases or other written communications, assessments/studies, and publications. If so, when?
* Acknowledgment at project site. If so, what. If not, why?
* Other.

If your organization has not yet complied with the contractual agreement to acknowledge U.S. government funding in written publications and press releases and at the project site (if an exemption was not granted), please explain why and the steps being taken to fulfil this requirement:

## Lessons Learned (Final Report only)

Describe any lessons learned and how you will apply them in future projects or programs. **(Suggested length: 1/2 to 1 page)**

**Additional guidance to Partners:**

* Describe which aspects were the strongest or weakest, or what project elements or strategies most contributed to the success or failure of the project. Explain how these have contributed to organizational or project learning.
* Focus on how lessons learned will be applied in future projects or areas of intervention, not just on what went well or did not in the past project. Think about this in terms of learning. Based on the experiences or challenges that emerged, what will the organization do the same or differently in future similar projects? What are your suggestions for improving the design of such projects in the future?
* Lessons learned can relate not only to direct project management but also to how the project was managed in relation to local partners, in coordination with affected persons, or with others engaged in the situation.