**End of Program Report**

The End of Program Report provides Participants, their Host Organizations, and FSD with the opportunity to assess the impact and outcomes of the participant activities, identify the successes and challenges they experienced, and advise FSD on the sustainability of the work, including how the NGO, community members, and/or new Participants can support its continuation.

***Submission Requirements***

The End of Program Report is due ***before*** the Participant’s departure from the program. It should be submitted via email to the FSD Program Director, who will then submit the report to the supporting International Programs Officer in the San Francisco Office. The submission of any photographs the Participant would like to share is encouraged, but should be submitted as separate files.

**All Participants** are required to submit Sections 1-3 (Work Plan, Work Summary, and Activity Report, respectively), with the exception noted below.

**Participants who received a Grant Award** must complete Section 4 (Final Grant Report). These Participants should complete Section 3 *only if* additional activities were conducted separately from the Grant Award activities.

***End of Program Report Sections***

1. **Work Plan**
2. **Work Summary (max. 300 words)**
3. **Activity Report**

## **Outcomes**

## **Work Summary**

## **Evaluation**

## **Sustainability**

## **Budget**

1. **Final Grant Report** (to be completed by Participants who received a Grant Award)

## **Outcomes**

## **Grant Project Summary**

## **Evaluation**

## **Sustainability**

## **Grant Budget**

***Section 1. Workplan***

Please insert a copy of your work plan here.

***Section 2. Work Summary (max. 300 words)***

Insert a brief narrative summary of the work you accomplished during your time with FSD. The summary should be written in a professional tone and in the third person tense. This summary will be used in your Confirmation of Participation letter to demonstrate your accomplishments during the FSD Program, and may be used for FSD organizational evaluation and outreach. The **Summary** should include:

* The community-defined need(s)
* How your work or grant project addressed the need(s) and promoted sustainable development
* Brief description of key activities
* Use of funds (Seed Fund or Grant Award received from FSD or other donations)
* How future Participants and Donors can support the project

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| **Work Summary** |
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***Section 3. Activity Report***

**NOTE:** Participants who received Grant Awards should complete this section **only if** additional activities were conducted outside of the scope of the grant project, and not using grant funds.

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| **Participant Name:** |  | **Program Dates:** |  |
| **Host Organization:** |  | **Host Organization Supervisor:** |  |
| **Subject Area of Project Work:** |  | **City, Country:** |  |

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| **A. Outcomes** |
| Please provide a one-line summary of 3 – 5 accomplishments that have been achieved by your work. Accomplishments can be qualitative or quantitative. |
| 1.  2.  3. |

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| **B. Work Summary** |
| B.1 List the original goal(s) and objectives of your work plan: |
| Goal(s):  Objectives: |
| B.2 Did your objectives/goals shift during the course of your work? If so, how and why? |
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| B.3 How did your work build capacity or increase knowledge? What new skills and knowledge have been acquired by you? Your Host Organization? The target community? (please be specific) |
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| **C. Evaluation** |
| C.1 (If applicable) What evaluation methods did you use? |
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| C.2 What **qualitative or process results** did you obtain from your evaluation methods? Please provide a summary of your key results, including best practices and lessons learned. |
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| C.3 Please complete the table below with the **quantitative results** obtained from your evaluations. |
| **Quantitative evaluation results:** | **Total number of individuals** |
| # of *Community Participants*: those persons ***directly***involved in the design and implementation of the work |  |
| # of *Primary Beneficiaries*: those persons who received an ***direct*** benefit from the work |  |
| # of *Secondary Beneficiaries*: those persons who received an ***indirect*** benefit from the work |  |

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| **D. Sustainability** |
| D.1 Did you secure community or Host Organization commitment to the work? |
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| D.2 How will community members or your Host Organization sustain the benefits of your work, including:   * How will they cover any recurring costs? * Who will maintain responsibility for the continuing activities, such as training, income generation, updating materials, etc.? * Who will conduct continued monitoring and evaluation? |
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| D.3 How can future FSD participants continue to support the work? Please include:   * Key continuation activities * Methods for ongoing evaluation * Key contacts (within organization and externally) |
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| D.4 Please use the space below to share additional information on your work. |
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| **E. Budget** |
| **E.1 Total Project Funding to Date (in USD $):** |
| FSD Seed Fund ($200): |  | Additional  in-kind support  (if any): |  | Other Donations  (if any): |  |

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| **E.2** **Original Budget**  Insert a copy of your original budget from your workplan below. *Please remember to submit all receipts to the FSD Program Director of the Site Team.* |

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| **Budget/Expense Worksheet** |
| **Table 1: Budget Proposal** |  |  |  |
| **Description** | **Quantity** | **Cost Per Unit** | **Total Cost** |
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|  |  | **TOTAL** |  |
| **Table 2: Conversion Rate** |  |  |  |
| **Source** | **Date** | **USD: Local Currency** |
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| **E.3 Budget Narrative:** Please list and describe briefly any changes from your estimated budget. |
| **Cost** | **Details** |
| Estimated | Actual |  |
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***Section 4. Final Grant Report***

All Participants who received a Grant Award are required to submit this Final Grant Report prior to leaving the FSD program, as indicated in the Intern Grant Award Agreement signed by the Participant and Host Organization.

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| **Intern Name:** |  | **Program Dates:** |  |
| **Project Title:** |  | **Host Organization:** |  |
| **Amount Granted:** |  | **City, Country:** |  |

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| **A. Outcomes** |
| A.1 Please provide a one-line summary of 3 – 5 accomplishments that have been achieved. Accomplishments can be qualitative or quantitative. |
| 1.  2.  3.  4.  5. |

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| **B. Grant Project Summary** |
| B.1 List the original goal(s) and objectives of the work plan of your grant project: |
| Goal(s):  Objectives: |
| B.2 Did your objectives/goals shift during the course of your work? If so, how and why? |
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| B.3 How did your work build capacity or increase knowledge? What new skills and knowledge have been acquired by you? Your Host Organization? The target community? (please be specific) |
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| **C. Evaluation** |
| C.1 What evaluation methods did you use? |
|  |
| C.2 What **qualitative or process results** did you obtain from your evaluation methods? Please provide a summary of your key results, including best practices and lessons learned. |
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| C.3 Please complete the table below with **quantitative results** obtained from your evaluations. |
| **Quantitative evaluation results:** | **Total number of individuals** |
| # of *Community Participants*: those persons ***directly***involved in the design and implementation of the work |  |
| # of *Primary Beneficiaries*: those persons who received an ***direct*** benefit from the work |  |
| # of *Secondary Beneficiaries*: those persons who received an ***indirect*** benefit from the work |  |

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| **D. Sustainability** |
| D.1. Did you secure community or Host Organization commitment to the work? |
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| D.2 How will community members or your Host Organization sustain the benefits of your work, including:   * How will they cover any recurring costs? * Who will maintain responsibility for the continuing activities, such as training, income generation, updating materials, etc.? * Who will conduct continued monitoring and evaluation? |
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| D.3 How can future FSD participants continue to support the work? Please include:   * Key continuation activities * Methods for ongoing evaluation * Key contacts (within organization and externally) |
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| D.4 Please use the space below to share lessons learned, best practices, or any additional information. |
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| **E. Grant Budget** |
| **E.1 Total Project Funding to Date (in USD $):** |
| FSD Grant: |  | Seed Fund Used (if applicable): |  | Total in-kind support: |  | Total Donations  (if any): |  |

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| **E.2 Original Grant Budget**  Insert a copy of your original grant budget from your grant proposal below. *Remember to submit all receipts to FSD Program Director of the Site Team.* |

**[Insert Grant Budget Here]**

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| **E.3 Budget Narrative:** Please list and describe briefly any changes from the estimated grant budget. |
| **Cost** | **Details** |
| Estimated | Actual |  |
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