

**ETEN Mid-Year Reporting Template**  
**Reporting on 2025 Tools and Capacity Building Projects**  
**Portal Opens: July 1 Reports Due: July 31**

**Introduction:**

*Please note, any milestone/status reporting covers the period January 1 - June 30, 2025.*

**All narrative answers are limited to 1500 characters including spaces.**

**Please be aware that what you write here will be presented directly to our ETEN Resourcing partners.**

**Status Overview:** to enter updates about overall project status during the first 6 months of the year.

1. Project Name: Imported
2. Describe progress made toward your goals? (1500 characters)
3. Did anything go differently than you expected? If so, has that changed the direction of your project moving forward? (1500 characters)

**Financial Update:**

1. ETEN Investment Received January 1-June 30
2. Current Fiscal Year ETEN Funds Spent?
3. If you had any unused funds from last year, please list the amount.
4. Optional: Is there any additional context you'd like to provide around finances?

**Milestone Update**

*Milestones submitted as part of your Proposal are pre-populated. For each milestone, complete the following:*

1. Update: What progress has been made toward the milestone? How has that differed from your original plan?
2. Milestone status: (Choose between Behind Schedule/On Track/Ahead of Schedule/Complete)