

REPORTING GUIDELINES.

Project Reporting is designed to benefit you and your project target groups first and foremost. It should enable you to review changes, reflect on and adjust project outcomes and to draw comparisons between what was planned and what was actually achieved.

The Lemonaid & ChariTea Foundation is genuinely interested in project outcomes and we take great pride in sharing these with our wider community, while of course being accountable to our funder and donors. We try and keep the reporting mechanism simple and as concise as possible while getting the information that we need. This is a fluid process and we regularly adjust our processes in search of the ideal balance between accountability and trust in our project partners.

So far, the information below is required by our project partners with individual time lines specified in the relevant MoUs:

- a) Interim Report after 6 months, specifying project progress so far
- b) Final Report after 12 months including financial reporting
- c) Final Project Report at the end of the agreed project duration

We are also always happy to receive newsletters, and highlights throughout the project duration.

General points:

- please ensure that the reports are meaningful, concise and precise
- please submit the reports timely to make sure that follow up funding can be disbursed in good time.
- please always report in context of your initial application and the Memorandum of Understanding.

FINAL REPORT.

1. Changes in project context

- 1.1. Here you have the chance to explain to us in detail the changing environment that you operate within. We acknowledge that project contexts in often fragile political environments change constantly, and that the objectives and goals that were set at the start might shift and change as the project proceeds.
- 1.2. Further, organisational structures change too and with it the capacity to implement projects as planned. This question allows you to explain changes to us to make sure that we assess and monitor project progress according to the adjusted context.

2. Project Implementation

- 2.1. Similar to the interim report we would like you to compare what you set out to do with what actually has happened since the proposal. Did you achieve everything that you had planned?
- 2.2. You listed key performance indicators in the proposal. Please indicate in how far these have been achieved. If you have baseline values please also state these.
- 2.3. Has anything unforeseeable happened as a result of you implementing your project? This could be negative or positive. For example: "We trained 5 women in tailoring, as a result their daughters have now also started sewing and extra income is being generated" or "we opened our seed bank and generated extra income, however as a result the nursery in the next village has lost their income"...
- 2.4. Please elaborate on challenges encountered and whether or not this has changed how you had to implement your project.
- 2.5. Please explain how you are currently monitoring and documenting your project progress. Do you have systems in place? Please share any reports that you might have.

3. Financial Reporting

Additionally, to the two questions in the report please attach the 'Statement of Receipts' form where you specify what your expenditure has been. This must correlate with your actual project expenditure. Please keep all receipts on file for us to see when we visit your project at some point during the project duration, or for when we contract a local auditor. If money should be carried over from one project year to the next please motivate for this separately.