# Quarterly Progress Report – Word version Grant Information

Please use this template for your working draft only. You will need to complete your report in Grantelope to submit it.

**Project Title:**

**Grant Start Date:**

**Grant End Date:**

**Reporting Period:**

**Grant Holder Organisation Name:**

**Total Grant Amount:**

**Section 1: Beneficiaries**

* 1. : State the total number of unique beneficiaries you have reached since the start of the project against the total project target.
* Beneficiaries reached since the start of the project: \*
* Total project target: \*
* Percentage of total project target reached to date: \*

**Section 2: Progress**

2.1: Describe progress made this quarter against each output. \*

2.2: Describe and explain one key achievement. \*

2.3 Assess the extent to which you are on track by the end of the quarter. \*

**Section 3: Challenges**

3.1: Explain the challenges faced in this quarter and how they were addressed. \*

3.2: Update and upload your Risk Register. \*

You are required to use the below standard UK Aid risk register. If you upload a format other than the standard template, you will be asked to resubmit using the correct template.

Please make any updates for the reporting period in question in red text. Updates from the previous reporting period should be in black text so it is clear which are the most recent updates.

3.3: Have there been changes to your delivery chain risks? \*

Yes / No

3.4: What mitigating actions have been delivered this quarter in line with your Delivery Chain Risk Map? Highlight any emerging delivery chain risks. \*

**Section 4: Learning**

4.1: Explain what you learned and how you have or are planning to use this learning. \*

**Section 5: Safeguarding and Compliance**

Please refer to the detailed guidance and exemplar answers on page 5 of the guidance linked [here](https://www.ukaidmatch.org/wp-content/uploads/2019/10/Guidance-for-completing-your-UK-Aid-Match-quarterly-narrative-report-.pdf).

5.1: Describe anything you have done to strengthen yours or your implementing partner's approaches to safeguarding in line with FCDO standards. \*

Please review the project’s Safeguarding Action Plan and explain the progress made towards activities planned for the reporting quarter. If you have made any updates to your organisational Safeguarding Policy during the reporting period, please submit this with the report and outline the key changes that have been made.

5.2: What will you do to strengthen your own and your partners' approaches to enhanced safeguarding in the next quarter? \*

Explain what plans you have for the next quarter to improve your or your implementing partner’s approach to enhanced safeguarding in line with the FCDO standards. Please review (and update if relevant) the project’s Safeguarding Action Plan and ensure activities planned for the next quarter (as well as any previously delayed) are built into your project workplan.

5.3: What are the key challenges you face in doing this and how will you overcome them? \*

Provide comments on whether safeguarding policies and strategies are working or not, whether you are facing any challenges and what these are.

5.4: Are you International Aid Transparency Initiative (IATI) compliant? \* Yes / No

Refer to the [UK Aid Match IATI Guidebook (opens in a new tab)](https://www.ukaidmatch.org/wp-content/uploads/2018/10/IATI_guidebook.pdf) on the fund’s website in the grant holder resources section of the UK Aid Match website for details on the IATI.

**Section 6: Other**

6.1: Use this section to report anything else you would like us to know.

6.2: Upload any relevant documentation.

**Section 7: Finance**

7.1: Describe and explain any variances in the current claim from your forecast. \*

7.2: Describe and explain any change to your next quarter forecast. \*

7.3: Describe and explain any changes to your annual forecast. \*

7.4: If your financial reviewer has returned your report with points requiring response or clarification, please respond below. \*

**Section 8: Next Quarter**

**Section 9: Feedback to Fund Manager**

9.1: Do you have any feedback, suggestions or requests to the Fund Manager.