

## AFID Infrastructure Grant Reporting Requirements

### Interim Report Format

The interim report shall be completed using the following format:

#### **I. Activities Performed**

- Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable, unexpected or unusual developments.
- Provide a comparison of actual accomplishments with the goals and timeline described in the approved workplan.
- Present the significant contributions and role of project partners in the project.

#### **II. Problems and Delays**

- Note unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project. Explain why these challenges arose and describe actions taken to address them.
- Review measurable outcomes to determine if targets are realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report.
- In the event that the work plan, outcomes, budget, and/or methodology needs to be adjusted, provide an outline of those changes.
- Describe any changes that are anticipated in the project.

#### **III. Funding Expended To Date**

- Provide information regarding the level of grant funds expended to date in the table below, using the format provided:

Budget Items	AFID funds	Cash from Locality	In-Kind from Locality	Other Cash	Other In-Kind	TOTAL
Personnel						
Fringe						
Travel						
Supplies/Materials						
Contractual						
Other						
<b>Totals</b>						

- Provide an itemized list of each expenditure, providing the following information for each: expenditure description, amount, date, source of funds (AFID, Local Cash, Local In-Kind, Other Cash, Other In-Kind), and how the expenditure relates to the activities outlined in the approved project workplan.

#### **IV. Additional Information**

- Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.