

AFID Infrastructure Grant Reporting Requirements

Final Report Format

The final report should be completed using the following format:

I. Project Summary

- Describe the initial purpose of the project and the specific need/problem to be addressed
- Describe this project's approach toward achieving its purpose and addressing that specific need/problem. Include the goals of the project and its specific deliverables.

II. Goals and Outcomes Achieved

- Supply the activities and specific deliverables completed in order to achieve the goals and outcomes for the project. (If outcome measures were long term, summarize the progress that has been made towards achievement.)
- Compare actual accomplishments with the goals and deliverable described in the approved project workplan. Explain what went right/wrong in achieving/not achieving each.

III. Lessons Learned/Next Steps

- Offer insights into the lessons learned by the project staff as a result of completing this project. Share what advice you have for others interested in pursuing a similar project.
- What should be done next to address the specific need/problem identified in this project?
- What is the future of the board/committee/working group that came together for this project?

IV. Budget Summary

- Provide a summary of the project budget 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						
Totals						

- 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.

V. Additional Information

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