As detailed in your Grant Agreement, DRF/DRAF requires that grantees provide us with periodic reporting on the progress of their work. These reports should cover activities and outcomes achieved and reflect on lessons learned. Your responses should be concise and not exceed the word maximums provided for each question. Progress Reports (including Financial Reports and any other supporting documentation) should be either uploaded to your DRF/DRAF portal grant homepage (accessed via the following link <https://webportalapp.com/sp/drf>), or emailed directly to your Program Officer for their review and processing.

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| **Organization Name:** |  |
| **Grant Number:** |  |
| **Total Grant in USD:** |  |
| **Reporting Period Start Date** |  |
| **Reporting Period End Date** |  |
| **Country:** |  |
| **Contact Person’s Name:** |  |
| **Contact Person’s Email:** |  |
| **Date of Report (day/month/year):** |  |

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| GRANT OBJECTIVES, ACTIVITIES AND RESULTS |
| a. Indicate if there have been any changes to the project during the reporting period noted above. This could include changes in project objectives, political context, partners, activities, and/or strategy. (200 words maximum) |
| b. In the next section, please report on grant activities conducted during the reporting period. We have provided space for 4 activities. Feel free to add additional lines if you choose to report on more than 4 activities. |
| Activity 1 description (1 sentence maximum):  Activity 1 Update (300 words maximum) |
| Activity 2 (1 sentence maximum):  Activity 2 Update (300 words maximum) |
| Activity 3 (1 sentence maximum):  Activity 3 Update (300 words maximum) |
| Activity 4 (1 sentence maximum):  Activity 4 Update (300 words maximum) |
| *Add rows as required* |
| c. Please describe the results of the activities you have done so far, including challenges and lessons learned. (400 words maximum) |
| d. Please describe any relevant outputs that were produced during this reporting period as a result of your organization’s activities. Possible outputs include: number of people trained, publication of a report, attitudinal or behavior changes in policymakers or the public (for example: as a result of our community engagement on the rights of persons with disabilities to live in the community, people in the community are more accepting of community members with disabilities. This can be seen during community assembly meetings when non-disabled community members ask that meetings are held in accessible spaces and that Sign Language interpretation be provided). (100 words maximum) |
| e. Please provide the number of beneficiaries, if any, that were addressed by the DRF/DRAF grant during the first six months of your project. Please explain who these beneficiaries are and how they were addressed by the DRF/DRAF grant. |

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| ORGANIZATIONAL CHANGES | |
| Have there been changes to your organization as a direct or an indirect result of the DRF/DRAF-funded project in terms of: | |
| 1. Visibility of your organization? *For example, your organization is getting coverage in the media or your organization is being consulted by government on disability issues or your organization is being invited to more meetings by civil society organizations.* | *\_\_ No*  *\_\_ Yes*  *If yes, please explain briefly.* |
| 1. Number of individuals and/or organizations that are members of your organization? | *\_\_ No*  *\_\_ Yes*  *If yes, please explain briefly.* |
| 1. Numberof donors? | *\_\_ No*  *\_\_ Yes*  *If yes, please explain briefly.* |
| 1. Amount of funds received from donors? | *\_\_ No*  *\_\_ Yes*  *If yes, please explain briefly.* |
| 1. changes to your organization's staff, board or key volunteers? | *\_\_ No*  *\_\_ Yes*  *If yes, please complete the Key Personnel form found* on the “Forms and Reports” page on the DRF website (<https://disabilityrightsfund.org/reports-and-forms/>) *.* |
| 1. Has the banking information for this organization changed since your last payment from DRF/DRAF? | *\_\_ No*  *\_\_ Yes*  *If yes, please complete the Bank Wire Information form found* on the “Forms and Reports” page on the DRF website (<https://disabilityrightsfund.org/reports-and-forms/>) *.* |

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| DIVERSITY PROMOTION |
| a. Were any of these marginalized groups impacted by your project to date? |
| \_\_ Indigenous |
| \_\_ Refugees |
| \_\_ LGBTQI |
| \_\_ Ethnic minorities |
| \_\_ Other specific group – *Please specify*: |

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| FINANCIAL REPORT |
| a. What percentage of the grant funds remain as of the date of this report? |
| b. Referencing the "Final Approved Grant Budget" found in your portal under the "Award Letters/Agreements & Approved Budgets" tab, please provide us with a financial reporting of your expenditures of the grant for the reporting period. You can find an Excel Financial Reporting Template on the “Forms and Reports” page on the DRF website (<https://disabilityrightsfund.org/reports-and-forms/>) |
| c. Did you purchase equipment or other assets with grant funds?  \_\_ No  \_\_ Yes  If "yes", please upload your completed "DRF/DRAF Assets and Equipment Tracking Form" here:  Asset Tracking Form can be found here: <https://disabilityrightsfund.org/wp-content/uploads/ENG-Assets-Equipment-Tracking-Form_2020.docx> |

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| FUTURE PRIORITIES AND PLANS |
| 4. How does your organization plan to follow up on the work and results achieved through the DRF/DRAF grant? Please also indicate if you are receiving funding from other donors to conduct or continue these initiatives. (100 words maximum) |