

**REPORTING FORMATS**

**Version 2.0: April 25th 2018**



# Small-Medium / Large Blue Grants Interim (mid-term / 6 month / annual)

# Reporting Format

**Interim (mid-term or 6 months [whichever is less] and annual) reports should contain the following sections:**

*(Please ensure that the points given below are addressed).*

1. **Cover page**

To include project title, project lead, project partners, date, report type (interim or final), logo’s of project organisations and SeyCCAT, and a minimum of one project photograph.

1. **Background and Context (200 – 300 words)**

Provide a general update on the project within the context of any relevant static or shifting social, economic, political, legal, technical and environmental conditions.

1. **Activities undertaken to date (400 – 500 words)**

List in order and describe the activities undertaken to date. Tell us of your successes and challenges.

Have all activities in this period been completed and were they completed on time? If not, why not?

1. **Results to date (400 – 500 words)**

Recognising you and the project team will have been learning throughout the delivery of the project, tell us if you think the project is still able to achieve the outcome/s and objectives you originally devised?

Explain the project’s progress towards the given objectives (Please provide indicators – e.g. biological and social measures/change, tools developed, number of studies conducted, number of people trained, number of meetings held, number of surveys conducted).

If there are areas where the project is behind schedule or encountering challenges, please describe what - if any - changes you would like to request to your original project proposal.

1. **Financial Performance (300 – 500 words)**

Tell us if your budget is accurate and if you are encountering financial challenges as your project progresses.

Describe the project expenditures against each activity undertaken.

Are any unexpected costs being encountered as your project evolves?

1. **Conclusions and recommendations (300 – 400 words)**

How have the project activities and outputs contributed to the proposed outcome(s)?

How have the partners interacted, was the interaction successful in achieving the objectives?

Have other local stakeholders been engaged in the implementation, e.g. fishers, tourists?

Did any constraints arise; how were they dealt with? (For large projects, please refer to the risks matrix in the proposal).

How are you developing your plans to ensure the project can be maintained (sustainability)?

What lessons learned are there from your work to date?

What recommendations do you suggest for follow-up (note: all recommendations must be targeted to individuals/organisations and should be realistic and achievable).

1. **Annexes (please include)**

Annex 1. Financial report; itemized expenditure as per the financial reporting spreadsheet

Annex 2. Photos (documentation of the project activities)

Annex 3. Outputs (provide copies of any reports, training materials, tools, guides, manuals, etc.)



# Small-Medium / Large Blue Grants Final Reporting Format

**Final reports should contain the following sections:**

(Please ensure that the points given below are addressed.)

1. **Cover page**

To include project title, project lead, project partners, date, report type (interim or final), logo’s of project organisations and SeyCCAT, and a minimum of one project photograph.

1. **Background and Context (300 – 500 words)**

Provide the background context regarding the initial need for the project.

What challenge was the project trying to address?

Why were partners identified and brought together for this project?

Provide details of the project site or project focus, and include maps where relevant.

Describe any relevant static or shifting social, economic, political, legal, technical and environmental conditions experienced during the duration of the project.

1. **Activities undertaken (500 – 700 words)**

Describe how the project outcome(s) were originally identified.

List in order and describe the activities completed.

Tell us of your successes and challenges and any shifts in your plans or thinking as the project progressed.

Have all activities in this period been completed and were they completed on time? If not, why not?

Were additional activities conducted as a result of additional funding that became available during the course of this project; if so, how did that improve or adjust the scope of this projects activities.

1. **Results (500 - 700 words)**

Recognising you and the project team will have been learning throughout the delivery of the project, tell us if you think the project achieved the outcome/s and objectives you originally devised?

Please tell us which objectives and activities were most important to your project (provide indicators – e.g. biological and social measures/change, tools developed, number of studies conducted, number of people trained, number of meetings held, number of surveys conducted).

Tell us what challenges were encountered and what changes – if any - were made to the project schedule?

Tell us how the project has contributed to national or international commitments.

What has the project achieved that can be leveraged for future work or project activity?

1. **Financial Performance (300 – 500 words)**

Tell us if your budget was accurate and if you encountered financial challenges as your project developed.

Describe the project expenditures against each activity undertaken.

Were any unexpected costs encountered as your project evolved?

If your project was co-financed, please tell us how that supported this project.

1. **Conclusions and recommendations (500 – 600 words)**

Have you achieved the proposed project outcome(s)?

Was your partnership of organisations (if any) successful, what did you learn about working in partnership with different organisations? Are there other partners you feel could have been valuable to this project?

How have local stakeholders responded to the project?

Please tell us if you think you missed specific risks to your project and why they were not identified during project design phase?

Has the project achieved a sustainable future? If not, why not, what else could be done to achieve that?

What specific lessons would you like to share with other organisations undertaking similar work?

What recommendations do you suggest for follow-up (note: all recommendations must be targeted to individuals/organisations and should be realistic and achievable).

1. **Annexes (please include)**

Annex 1. Financial report; itemized expenditure as per the financial reporting spreadsheet

Annex 2. Photos (documentation of the project activities)

Annex 3. Outputs (provide copies of any reports, training materials, tools, guides, manuals, etc.)