



AMPLIFYCHANGE

Report Template

Welcome to your online reporting form. We have designed this form to enable you to share with us the progress you are making with your project.

We are interested to hear about your achievements as well as the challenges you are encountering so that we can learn from you, and support you to share your learning with other grantees. We will also use this information to improve our support to you, so please be honest and realistic in your answers.

AmplifyChange understands that many grantees have had to make changes to their work as a response to Covid-19. Please include in your report responses how Covid-19 has impacted your grant (if it has) and what changes you have made as a result. For any expenditure incurred directly as a result of Covid-19 such as building your organisational capacity to adapt to Covid-19 and keeping your staff safe, or in project activities where you have pivoted activities to respond to Covid-19 or incurred additional expenditure in order to adapt existing activities, please clearly indicate this in your financial report by writing COVID in the activity name column.

We also recognise new challenges and uncertainties for your work, so there may be changes you may want to make to your grant in the upcoming grant periods. We want to reassure you that AmplifyChange will maintain flexibility for as long as it is needed and we are able to. For further guidance on Covid-19 related changes for AmplifyChange grantees please visit our website: <https://amplifychange.org/2020/03/25/covid-19/>. Please contact your grant manager if you have any questions about Covid-19 and your grant.

The online reporting form is split into 7 sections. These appear in the menu bar on the left-hand side of your screen. Please use this menu bar to navigate between sections.

Questions shaded grey require a response from you whereas the questions with a white background will be automatically completed with information from the online system that you entered in your application.

Your answers will automatically save as you write. This is shown under the 'Home' button in the top right-hand corner of your screen. Once you have answered all sections a yellow 'Submit Report' button will appear at the bottom of the form. To submit your report please press the 'Submit Report' button.

If your report is returned by a reviewer, please remember to resubmit it once you have responded to all points. Failure to do so may result in funding delays.

1. Background Information

1.1 Grantee Organisation Name

The response to this question will be auto-populated by the online system from the application form.

1.2 Are you reporting on behalf of a coalition?

The response to this question will be auto-populated by the online system from the application form.

1.2.1 Coalition name

The response to this question will be auto-populated by the online system from the application form. Questions about the coalition only need to be answered if relevant to your project.

1.2.2 What are the names of the coalition members?

Max 750 characters | 0 used | 750 remain

1.2.3 Have there been any significant changes to the coalition in the last reporting period?

1.2.4 Please explain the changes to your coalition.

Max 750 characters | 0 used | 750 remain

2. Project Overview

- 2.1 Project Title**
The response to this question will be auto-populated by the online system from the application form.

- 2.2 Project Start Date**
The response to this question will be auto-populated by the online system from the application form.

- 2.3 Project End Date**
The response to this question will be auto-populated by the online system from the application form.

- 2.4 Themes**
The response to this question will be auto-populated by the online system from the application form.

- 2.5 Target countries**
The response to this question will be auto-populated by the online system from the application form.

- 2.6 Preferred language (as selected at application stage)**
The response to this question will be auto-populated by the online system from the application form.

- 2.7 Reporting Period**
The response to this question will be auto-populated.

- 2.8 Project Year**
The response to this question will be auto-populated.

- 2.9 Total Project budget**
The response to this question will be auto-populated.

2.10 Please provide the name, position and email address of the person who compiled this report.

Name
Email
Phone
Skype

2.11 Name, position and email address of the main contact person(s) responsible for correspondence related to this project.

Name
Email
Phone
Skype

2.12 If any of the contact details have changed or are incorrect, please provide updated information here.

2.13 Named grant manager

2.14 Are you still compliant with your Grant Agreement?

This includes any special technical and financial special conditions included in the agreement.

2.15 If Technical Special Conditions were included in your grant agreement (see Schedule 1 towards the end of your Grant Agreement) please provide a description of your progress against each condition.

2.16 If Financial Special Conditions were included in your grant agreement (see Schedule 2 towards the end of your Grant Agreement) please provide a description of your progress against each condition.

2.17 Please upload verification for each Technical Special Condition that is now due as per Schedule 1 of your Grant Agreement

Once you have done this for all relevant conditions, please select "Yes".

2.18 What acronyms are associated with your project?

Please try not to use too many acronyms.

If you do need to use them, please list them, e.g. DHMT = District Health Management Teams

Max 750 characters | 0 used | 750 remain

2.19 Indicate below the SDG which aligns best as the primary focus of your project

For further information please see: <https://sustainabledevelopment.un.org/?menu=1300>

The full list of SDGs is provided as a drop-down list. Please select the most relevant SDG. We assume that most of the AmplifyChange projects will fall under SDG 3, 5 or 10, perhaps 6.

3. Project Results

- 3.1** Project summary, this is taken from your project proposal.
The response to this question will be auto-populated.

- 3.2** Tell us how you feel your project is progressing. Please provide a short summary of the progress and key outcomes you have achieved over the past reporting period.

Max 3,000 characters | 0 used | 3,000 remain

- 3.3** Have there been any significant changes to your project context that have impacted on your project (such as for example, the introduction of a new law or government policy, or a natural disaster)?

If so, please, explain how you plan to work around these changes in the future.

Max 1,500 characters | 0 used | 1,500 remain

- 3.4** What is the total number of beneficiaries reached during the past reporting time period?

By the word 'beneficiary' we mean the people you have reached or people that you work with through your project. We appreciate it can be hard to calculate this, particularly for advocacy projects, but in your estimations, please try to be as accurate as possible.

3.5 How many beneficiaries were reached during the past reporting time period, disaggregated by population group?

Proposed groups

Other groups

3.6 Total number of beneficiaries reached to date during project life (this is the overall number of beneficiaries reached since the start of the project).

3.7 Please update the milestone reporting table to show us what progress you have made for each milestone

Milestone Summary & Details

The table below provides a summary of milestones relevant to the current reporting period. You can manage your reporting against each milestone in more detail in the '[Indicators](#)' section of your grant management dashboard.

Relevant milestones will appear below. You will be able to detail whether each milestone has been achieved, whether it is in progress or, whether it is off-track. Space will be provided for you to comment on each.

Code	Milestone	Status
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3.8 Please upload all Means of Verification products that correspond to the milestones you are reporting on in this report.

If you wish to replace a file that you have already uploaded, please click "Update" next to the file and select a new one.

3.9 Do you need to refine your indicators and milestones framework?

3.9.1 If yes, please complete and upload the template provided below. This will need to be reviewed by your Grants Manager. You can find your original milestone and indicator framework in Annex 3 of the Grant Agreement in the Supporting Files section.

If you wish to replace a file that you have already uploaded, please click "Update" next to the file and select a new one.

3.10 Please provide an update on your activities by completing and uploading the workplan report template.

You can find your original workplan in Annex 2 of the grant agreement in the Supporting Files section.

If you wish to replace a file that you have already uploaded, please click "Update" next to the file and select a new one.

4. Learning

- 4.1** Is there anything you think worked particularly well in the past reporting period? Please provide a brief description of your key successes in the past reporting period.

Max 1,500 characters | 0 used | 1,500 remain

- 4.2** Is there anything that you found challenging in the past reporting period? Please provide a brief description of your key challenges in the past reporting period and how you dealt with them.

Max 1,500 characters | 0 used | 1,500 remain

- 4.3** Please describe the key learnings in the past reporting period and how the learning will be used to adapt and improve the project.

Max 1,500 characters | 0 used | 1,500 remain

- 4.4** Have there been any unintended project outcomes? Please consider both positive and negative unintended outcomes.

Max 750 characters | 0 used | 750 remain

- 4.5** Please share a story of change that has happened as a result of the grant – it can be a story of a grant beneficiary, of a community, or of an organisation.

If you wish to replace a file that you have already uploaded, please click "Update" next to the file and select a new one.

5. Knowledge Sharing

5.1 Please tell us about any relevant partnerships, networks or collaborative initiatives that you engaged in within the past reporting period.

Max 1,500 characters | 0 used | 1,500 remain

5.2 Did you make connections with any other AmplifyChange grantees in the past reporting period?

If you are not sure, you are not required to answer.

5.2.1 If yes, which grantees? What were the key issues discussed? What were the outcomes of your meetings?

Max 1,500 characters | 0 used | 1,500 remain

5.3 Do you have any feedback or suggestions for AmplifyChange to help us support learning and information sharing among grantees?

Max 1,500 characters | 0 used | 1,500 remain

5.4 Please upload a photo, documentation, a video or podcast or other materials that explains your project, key achievements or a specific learning point emerging from implementation in the past reporting period.

Please feel free to be creative with this and present topics specific to your project. Potential areas of focus include:

- **Innovation** – how could models tested by the project be replicated or scaled up?
- **Equality and gender** – did you learn about approaches to reducing inequalities, working to challenge power dynamics or encourage participation in decision-making?
- **Capacity building** – have you learnt how to enable civil society to address poverty or negotiate or claim their rights? What worked well?
- **Monitoring and evaluation** – what have you learned about measuring results, successful tools and methods, demonstrating achievement?
- **Empowerment and accountability** – what enhances these processes? how have you overcome resistance or indifference?
- **Design** – have original assumptions about what would work to deliver outputs or outcomes needed to be changed?
- **Organisational constraints** – did you encounter difficulties due to organisational culture, practice or capacity which you had to address?

If you wish to replace a file that you have already uploaded, please click "Update" next to the file and select a new one.

5.5 If your resources are already online, please share a link to them.

Max 750 characters | 0 used | 750 remain

5.6 Please indicate that subjects included in any photos or videos have given their consent to be included in any learning/publicity materials.

5.7 Please confirm that you give permission for AmplifyChange Fund to share these products in the public domain.

6. Feedback

6.1 Responsiveness of fund management team to queries/issues raised.
Poor - Fair - Good - Very Good - Excellent

6.2 Quality of fund management systems (including online platforms)
Poor - Fair - Good - Very Good - Excellent

6.3 Guidance and support on key technical areas of implementation
Poor - Fair - Good - Very Good - Excellent

6.4 Please provide a brief explanation for the performance ratings provided.

Max 750 characters | 0 used | 750 remain

6.5 Is there anything else you would like to tell us, or any recommendations you have for us?

Max 750 characters | 0 used | 750 remain

7. Finance

7.1 Have you uploaded your financial report for this reporting period?

1. Please go to your grant's Overview page, and from there to the Supporting Files section in the menu on the left hand side. Please then find the Financial Template in the Progress Report folder. This file is named in the following format: XXXX_XXXX_XX_ORGNAME_FinancialTemplate. There will only be one file. At pre-contracting we will save the Agreed Budget as a tab in the Financial Template.
2. Download this version only and complete the relevant reporting section using the guidance available here to help you: <https://amplifychange.org/implement/>
3. Save the document locally and upload back into the Progress Report folder in your Supporting Files by clicking the button in the very right hand column, and click "Upload New Version".
4. If you have any problems with downloading or completing your financial report, please liaise with your Grants Manager.

7.2 Do you need to make any changes to your original budget?

If you need to make changes to the budget, please read our financial guidance and discuss with your Grants Manager if required.

7.3 Please upload verification for each Financial Special Condition that is now due as per Schedule 2 of your Grant Agreement