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| **UK Aid Match Quarterly Narrative Report** | | |
| **Basic information** | | |
| Grant holder organisation name |  | |
| Grant reference number |  | |
| Project title |  | |
| What the project will achieve/project summary |  | |
| Project partners (if relevant) |  | |
| Project start date |  | |
| Project end date |  | |
| Reporting date period |  | |
| Reporting quarter (DFID FY Q1 /Q2/ Q3/ Q4) |  | |
| **Reporting Topic**  **(The recommended word limit for all narrative sections is 750 words and please only answer the questions that have been raised in each section)** | | |
| 1. **Progress to date and key successes** | | |
| 1.1 Beneficiary Numbers | Total number of beneficiaries proposed for project life time |  |
| Unique Number of beneficiaries met for the reporting quarter (1,2,3,4)[[1]](#footnote-1) |  |
| Proportion of Beneficiaries met (%) against total of project life time |  |
| Are you on track? If not, what corrective action will you take? |  |
| **\*\*\*Please complete Annex 1** | |
| * 1. Please briefly describe the activities conducted this quarter.   2. Have you done everything you had planned to do for this quarter?   3. Please list three successes the project has achieved this quarter (these can be processes implemented, activities conducted, or changes achieved).   4. Is coordination with key stakeholders in your plan? What was achieved with them this quarter? What do you need to achieve with them next quarter? |  | |
| 1. **Challenges and issues** | | |
| * 1. What key challenges have you faced in project implementation in the previous quarter? How have you addressed these challenges?   2. Have you updated your risk matrix? Please upload if completed.   3. Please give a brief description on the +/- variances found on your current financial claim. What is the reason behind these variances?   4. Have there been any changes to your forecasting if so, please justify? What is the reason behind these changes? What actions will you put in place to ensure your spending is on track? |  | |
| 1. **Key actions** | | |
| * 1. What do you need to achieve in the next quarter to ensure the project is on track to meet its milestones?   2. What has changed in your approach? Are there further changes you need to make to meet your milestones? (For example, log frame output revisions, budget revisions, staff changes, changes to IPs |  | |
| 1. **Learning:** | | |
| * 1. Are there any areas of learning or best practice that you would like to share with us? Please provide a short summary. Have you published them on your website? Please provide a link.How have you collected feedback from project beneficiaries in the previous quarter? How has this been used? |  | |
| 1. **Capacity Building** | | |
| * 1. If any capacity building for staff/volunteers took place, describe what was achieved by the training. |  | |
| 1. **List any significant comms events held and share brief summary along with photos/videos** |  | |
| 1. **Have you completed the compliance section in Annex 1?** |  | |

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| **Annex 1**  **(Compliance report)** | | | | | | | | | | | |
| **UK Aid Match** | | | | | | | | | | | |
| **Terms and Conditions of UK Aid Match Grant Agreement**  **Quarterly Compliance Statement** | | | | | | | | | | | |
| Organisation name | | | | |  | | | | | | |
| Project title | | | | |  | | | | | | |
| UK Aid Match reference number | | | | |  | | | | | | |
| **Year quarter *(please enter X below the quarter this is being submitted. Only mark one box).*** | | | | | Apr – Jun | | Jul – Sep | | Oct – Dec | | Jan - Mar |
|  | |  | |  | |  |
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| **IATI compliance**  **In line with the conditions of your Grant Arrangement, your organisation must publish information about DFID funded projects in line with relevant categories of the (IATI) standards within six months of commencement of your UK Aid Match grant. In order to ensure compliance, please complete the following sections:** | | | | | | | | | | | |
| Published project data via IATI registry website: | | | Published data in line with DFID minimum standard: | | | | | When did you last publish IATI data? | | | |
| **Yes ☐** | **No** | | **Yes** | | | **No** | | Click here to enter a date. | | **N/A** | |
| Please provide the link to your updated IATI data on [DPortal](http://www.d-portal.org/ctrack.html#view=search): | | | | | | | | | | | |
| **We have reviewed the Terms and Conditions of the Grant Arrangement for the above project, and can confirm that we comply with or have satisfied all general and specific terms and conditions, with the following exceptions:**  ***(Please provide details of terms and conditions overdue adding more rows if necessary or leave the table below blank if you comply with all the T&Cs)*** | | | | | | | | | | | |
| Grant arrangement  T&C ref | | Briefly describe why this T&C has not been met and what action is being taken to comply | | | | | | | | | |
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|  | |  | | | | | | | | | |
| Organisation signature | | | |  | | | | | | | |
| Name & position of signatory | | | |  | | | | | | | |
| Date | | | | Click here to enter a date. | | | | | | | |

1. Please indicate the quarter this number of beneficiaries refers to. [↑](#footnote-ref-1)