Progress Report Guidelines

In addition to allowing Initiative Africa (IA) to provide oversight and fulfill its fiduciary responsibility for the grants it administers, the progress reports provide an opportunity for reflection on what has been learned in the project.

Progress reports not only inform IA of the project's progress, but also provide us with valuable learning experiences that enable us to improve our grantmaking and to help other non-profit organizations.

The reports should summarize the progression of work proposed in the grant application for the relevant reporting period. The size and scope of the progress reports are largely a function of the size and scope of the project.

These guidelines are intended to provide some general guidance in preparing progress reports and to answer some commonly asked questions.

What information should we have available to submit a progress report?

Please be prepared to provide details on the following once you have logged into the IA's grant website:

1.   Accomplishments;
2.   Any problems encountered, and their solutions (planned or implemented); and
3.   Any proposed changes in the stated objectives (if any).

You will also be asked to provide highlights on the following:

4.   Lessons learned;
5.   Anecdotes (stories or examples about a person or population affected by or participating in the program); and
6.   Conclusions or next steps.

What information should be included in the Financial Report?

IA requires that a financial report be submitted with each progress report. The financial report should itemize expenditures for the specified reporting period, and should be based on the project's approved budget. IA requests that all financial reports be formatted using the template downloaded from IA's website.

When are progress reports due?

Complete and timely submissions of progress reports is considered as a factor in IA's evaluation of the project. Please see *Section 3: Project Period* of your Contract Agreement for the timetable of reporting on a project's progress. If a progress report will be submitted late, please contact IA and provide an anticipated delivery date. If the project has a scheduled payment, the payment will be held until the progress report has been received and approved.

Initiative Africa

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If there are desired changes in the budget what should be done?

IA will only consider proposed changes to a project's budget if the request is made in writing. The designated Program Officer will review the request and will contact the contractee to discuss the request. Budget changes are not effective until the project has received written approval from IA. Please refer to the _Budget Revision Guidelines_ for additional information.

If the project's timetable appears to be longer than what was originally proposed what should be done?

Please contact IA to discuss the possibility of a no-cost extension on the grant.

How to submit progress reports?

Progress reports are to be submitted electronically at Abenezer.t@initiativeafrica.net or Aberash.j@initiativeafrica.net