

Final Report Template



A. Covering Information

Name of the Agency:	
Charity number:	
National Office (if applicable):	Name of contact person for this report:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
Project Title:	
Project Country:	Project's primary focus (SDGs that were ranked):
Project Number:	
Overseas partner(s):	Project start date (MM/DD/YYYY): Project start date (MM/DD/YYYY):
<p>Project highlights: Provide the main highlights of achievements/outcomes of your project (100 words). This description will be used by MCIC in its reports and publications and to answer public requests for information.</p>	
<p>Number of beneficiaries</p> <p>Male:</p> <p>Female:</p> <p>Others (if any):</p> <p>Total:</p>	<p>Demography of beneficiaries</p> <p>Number of youth (if any):</p> <p>Number of people with disability (if any):</p> <p>Number of indigenous people (if any):</p> <p>Number of others, describe _____:</p>
<p>Financial highlights: Provide a few numeric highlights from your financial report.</p> <p>MCIC/MGMGP fund spent: \$</p> <p>MCIC/MGMGP fund requested: \$</p> <p>Total project budget, all sources: \$</p>	

B. Project Context

1. Describe if there were any changes in the national, regional and local context during implementation period of the project.
2. Describe experience working with local partner(s). If any challenges faced, how you settled the issue.
3. If there was other similar development work going on in the area or country, explain how the project was coordinated with other interventions.

C. Project Results

1. Were the planned outputs (or activities) for the year for which funding were accomplished? Describe actual activities completed and outcomes achieved, noting any variances you had during project implementation. Please make sure to report any changes that were made and the reason for those changes. A performance table like the following will help you report on indicators:

	Outputs	Indicators	Planned	Actual	Variance, if any, explanation
1					
2					
3					

2. If you have provided Performance Measurement Framework (PMF) in your project proposal, please show how the immediate, intermediate and ultimate outcomes will be achieved with the help of outputs that you have achieved during the project period.
3. Describe public engagement work undertaken in Manitoba during the project period. Please include a description of your event or other initiative, the number of Manitobans you reached and how applicable to your project, including any of the public engagement that agency is doing in Manitoba. The chart below offers some guidelines:

Activity description: What did you do? Where? Who was your audience?	How did this activity raise awareness, enable change or encourage action?	How many Manitobans participated? Gender disaggregated data (# Women, # Men, # Others, # Youth)

4. Is there a story of an individual or a community that exemplified what was achieved by the project? For example, what difference did the project make in an individual or a household or a community that would like to make a case as part of 'good practices'? Please do not feel obliged, but if you have a case that you think that 'that is what making a difference in the field', we are always happy to hear stories from the field.

D. Lessons Learned and the Ways Forward

1. Success factors:
 - Summarize the key successes the project team identified during implementation of the project. Explain what factors supported the success.
 - Explain what (planned) worked well and what could be improved.
2. Improvements needed:
 - Summarize the key challenges the project team faced during project implementation.
 - Describe some of the measures that the project team undertook for the project to succeed. Or also, explain if and why the problem was not solved during project period.
3. Lessons learned:
 - What are the main lessons you learned in the project?
 - Were the project results attained? What could have been done differently?
 - What changes need to be made to achieve results in the future?
4. Provide an analytical description on how the project addressed the root causes of poverty and how the benefits will be sustainable into the future.
5. Describe the relevance of MCIC funding how it impacted beneficiaries in general or your overseas programming in particular. If the project was part of a larger grant (or grants), please let us know how MCIC funding helped leveraging the grant or allowed flexibility to pilot new ideas in such larger projects.
6. Provide any other relevant information that you think important as lesson learned or good practices of this project.

E. Budget

1. Prepare a financial statement that includes
 - a) The original budget of income and expenses that was submitted with the proposal
 - b) The actual income and expenses for the period covered by the report
 - c) The variance between these numbers.
2. Provide explanatory notes for any unanticipated income and expenses and significant variances from the proposed budget.
3. It is not necessary to submit receipts with the report, however it is expected that receipts will be available if requested.
4. Use the MCIC financial reporting format.
5. Provide detailed breakdown of your financial statement especially the MCIC portion where the fund was spent.

Tips for reporting

1. Data should be collected at the lowest level possible. This means depending on the type of project, reports should cover information of individual, household, community, regional, and national levels.
2. Please provide gender disaggregated information where possible to report beneficiaries: male, female, others, undefined.