

## Sustainable Agriculture Matching Grant Program

### Reporting Guidelines

The Hens for Haiti (H4H) matching grant recipient will submit formal midterm and final reports detailing the progress of the grant-funded project. Written reports should include the following information.

- Progress of grant-funded project to date.
- Progress of budget (both grant provided and matching) as well as details of where the money was or will be spent, including copies of receipts when provided.
- Photos documenting the project progress.

The form below may be used as a template to develop formal reports.

Name Recipient Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Beneficiary Haitian Community: \_\_\_\_\_ Location: \_\_\_\_\_

Reporting Period:    \_\_\_ June 2020 (Midterm)                    \_\_\_ September 2020 (Final)  
                                 \_\_\_ March 2021 (6-mo Follow-up)            \_\_\_ September 2022 (1yr Follow-up)

Project Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

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### Written Summary of Project Progress (Max 1 page)

*Make sure to address the following points for midterm and final reports:*

- Were grant funds used fully during this reporting period? If so, where was the money spent and what is the outcome? (Include financial spreadsheet and applicable receipts).
- Is project initiation considered complete at this time? If not, what are the next steps and what timeline is expected for completion?

*For follow-up reports:*

- Has project been found to be financially sustainable to this point? If so, indicate this through a financial spreadsheet outlining operational expenses. If not, why and how could the situation be remedied?

### Project Photos

### Supplemental Questions:

1. How many people are impacted by this project? How many jobs are created?
2. How can this project serve as an example to similar communities?
3. What challenges has your project faced since the last reporting period, and how has the operation learned from these challenges? Would you do anything differently next time?