



WY-ICARE

FROM LOCAL ACTION TO GLOBAL IMPACT

DONOR REPORT TEMPLATE

Report title:	_____
Funder:	_____
Grant:	_____
Programme:	_____
Reporting period:	_____ to _____

1. Executive Summary

Summarise progress, key achievements, challenges, decisions and overall status.

2. Programme Overview

Describe implementation progress, geographic coverage, partners and key activities.

3. Indicator Results

Insert verified baseline, target, latest result, reporting period and evidence reference for each indicator.

4. Beneficiaries

Report verified beneficiary totals and approved disaggregation such as sex, age and disability.

5. Evidence and Verification

List evidence, verification status, dates and links/references.

6. Financial Summary

Insert finance-reconciled budget, expenditure, variance and explanation of material variances.

7. Risks and Mitigation

Describe material risks, mitigation actions, residual risk and responsible owners.

8. Lessons and Adaptation

Document evidence-based learning and programme adaptations.

9. Safeguarding and Accountability

Report safeguarding/accountability information only at the disclosure level permitted by the applicable policy and agreement.

10. Programme Locations

List approved reporting locations; do not expose sensitive beneficiary coordinates.

11. Sustainability and Exit

Describe sustainability, ownership, continuation and exit considerations.

12. Recommendations and Next Actions

List agreed actions, owners and deadlines.

13. Authorisation and Sign-off

Prepared by: _____ Reviewed by: _____ Approved by: _____
Signature: _____ Date: _____