



ACTIVITY REPORTING TEMPLATE

Grant Recipient			
Location/Country			
Contact Name		Phone	
Report filled by		Position	
Email		Phone	
Date of Report			

S/No	Description	Response		
1.	Activity name			
2.	Purpose/Objectives			
3.	Location/City of Activity			
4.	Country			
5.	Date of activity			
6.	Name of facilitator			
7.	Resource person (if different from facilitator)			
8.	Time of Activity	Start time	End time	
9.	Attendance/Participants by gender	Male	Female	Total
10.	Participants/Attendance by age category	Adults (>30 yrs)	Youth (<=30 yrs)	Total
11.	New knowledge/information shared			



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12.	Lesson (s) learned (Outline)	
13.	Summary (in bullet points) of challenges (if any)	
14.	Next steps (in bullet points)	

Signature		Date	
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