



## QUARTERLY REPORT TEMPLATE FOR GRANT RECIPIENTS

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

Quarter/Year (▼)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Year

S/N	Description	Response	Start date	End date
<b>1</b>	<b>Activities completed during the quarter</b>	(1) .....  (2) .....  (3) .....  (4) .....		
<b>2</b>	<b>Activities that are on-going</b>	(1) .....  (2) .....  (3) .....  (4) .....		
<b>3</b>	<b>Planned future activities</b>	(1) .....		



**AGRICULTURE  
FAST TRACK**

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		(2) .....		
		(3) .....		
		(4) .....		
<b>4</b>	<b>Key lessons learned</b>			
<b>5</b>	<b>Challenges identified</b>			
<b>6.</b>	<b>Suggestion(s) on way forward</b>			
<b>7</b>	<b>General Comment (if any)</b>			

<b>Signature</b>		<b>Date</b>	
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