



WOMEN AND DEVELOPMENT FUND

PROGRESS REPORT

(to be submitted upon completion of the first six months of the funding period)

Name of the Project:

Period covered by this report:

Please answer the following questions on a separate piece of paper, taking as much room as you need:

1. Explain what work has been carried out since receiving the grant for this project.
2. Explain any difficulties encountered in this first period of the project.
3. Give details on how women are participating in the project.
4. Have there been any changes in women's lives as a result of participating in the project? If so, what are these changes? Please include, if possible, some first hand accounts (stories) of their experiences, from the women who took part in the project.
5. Give details of the main activities planned for the next six months.

Please send photographs

Signature:

Position:

Date:



WOMEN AND DEVELOPMENT FUND

FINAL REPORT

(to be submitted upon completion of the one-year funding period)

Name of the Project:

Period covered by this report:

Funds received: US\$

Date received:

Please answer the following questions on a separate piece of paper, taking as much room as you need:

1. What were the **objectives** of the project? Were they achieved and if so how? If they were not achieved explain why.
2. List all the **specific results** achieved and quantify where possible. How did these results relate to the objectives? What problems were overcome? How did the women involved in the project participate in the planning and implementation?
3. What **impact** did the project have on these women and their community? Please include some first hand accounts (stories) of their experiences, from the women who took part in the project - these are the qualitative indicators needed to assess the project.
4. Was there any **impact** on the YWCA that facilitated the project?
5. Is the project now completed and self supporting? If so, what **follow-up activities** are planned? If not, will a second and final support be required from the Women and Development Fund? Please note that a new application must be submitted in order to receive a second grant.

Please send photographs

Signature:

Position:

Date:

**WOMEN AND DEVELOPMENT FUND
FINANCIAL STATEMENT**

(to be submitted upon completion of the one year the funding period)

PROJECT:

Period covered by this report:

A financial statement in US\$ with the equivalent in local currency and the exchange rate that was applicable must be attached to the narrative report. The statement must correspond to the original budget and relate to the project. Give a clear breakdown of all expenses and income.

	Local Currency	USD
Income		
World YWCA		
Other sources		
Expenditure <i>Please itemize. Include capital expenses such as materials, equipment, tools, etc. and recurring expenses such as personnel, transportation, office expenses, etc.</i>		
Item		
Total		
Administration/Coordination (5%)		
Contingencies (2%)		
Total		

If there is a negative balance please state how the amount will be found. If there is a positive balance, state the plans for using this surplus. *(Use a separate piece of paper if necessary)*

Signature:
28/08/01

Position:

Date: