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**Quarterly Monitoring Report**

**Australian Programs**

**1st Quarter 2018**

**Email completed report to:** [**ERFAreports@edmundrice.org**](mailto:ERFAreports@edmundrice.org)

**PURPOSE**

The purpose of the Quarterly Report is to ensure that ERFA funded activities are being implemented in accord with the program description as stated in the approved funding application.

This Report should:

* Show that funds used to date are accounted for
* Show that programs are being implemented effectively
* Indicate the outcomes (impacts ) for program participants

**1 PROGRAM DETAILS**

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| **Name of Program** | **Date Report Completed** |
|  | DD/MM/YYYY |
| **Location** | |
|  | |
| **Report Prepared by (Full Name)** | **Position / Role** |
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1. **FINANCIAL REPORTING**

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| 2.1 Please attach a copy of your program’s most recent Financial Operating Statement.  Financial Operating Statement attached: YES NO  If NO, indicate below when your Financial Operating Statement will be forwarded to ERFA. |
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| 2.2 Have there been any significant variations from your approved funding application?  YES NO  If YES, in the box below explain the variance and reasons as to why the variance became necessary. |
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1. **ACTIVITIES & IMPACTS**

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| * 1. The table below is provided to enable reporting on progress with program implementation and program impacts. The activities (outputs) reported on should be those for which ERFA funding has been utilized.   **Instructions**   * Report on one activity (output) per row * Add rows and expand rows as needed | | |
| **Outputs**  Name the activities / services conducted during the Quarter which were enabled through ERFA funding | **Quantitative Indicators**  Indicate   * the numbers of child / adolescent / adult participants * participants’ genders | **Outcomes**  (Qualitative Indicators)  Indicate, for each activity, how participants have benefitted:   * ways in which the quality of participants’ lives are being improved in sustainable ways * what differences are your activities / services making in participants’ lives? |
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| 3.2 Were your program activities conduct on schedule? YES NO  If NO, provide an explanation in the box below. |
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**4 RISK MANAGEMENT**

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| Were any significant challenges or areas of risk encountered during the Quarter? YES NO  If YES, in the box below indicate the nature of these challenges / risks and the actions taken to address them. |
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**5 SUSTAINABILITY**

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| **Partnerships & Networking**  Since the lodgement of your 2017 Annual Acquittal Report, has any progress been made during the quarter with expanding of partnerships and networking for both financial and non-financial support, to build organisational sustainability and enhance program quality? Use the box below to respond. |
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**6 STORY & IMAGES**

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| **Story**  6.1 Through its publications and electronic media, ERFA is committed to sharing information with its Australian donors and supporters about the programs, people and communities it supports.    Please provide below a short report or story illustrating your program’s positive impact(s) during the quarter. It is strongly recommended that names be changed. |
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| **Images**  6.2 Please provide two (2) good quality images (minimum file size 1MB) suitable for sharing in ERFA’s publications or electronic media for its donors and supporters. In doing so, you confirm that an explanation of image use has been provided to any subjects and that permission for use has been obtained. Please refer to ERFA’s [**Child Protection Policy**](https://erf.org.au/wp-content/uploads/2018/02/PR.15.002_Child-Protection-Policy-V4.0.pdf), Clause 7, for guidelines on the use of children’s images  Images attached and permission for use obtained. YES NO  For informing donors about how their donations are being utilised, the most relevant images are those that illustrate program activities in action.  Names of persons depicted and locations do not need not be provided and will not be used by ERFA in any case. However, a short caption explaining the activity would be very useful.  ERFA requests that images be forwarded as attachments as JPG files and not imbedded in this template or attached Word or PDF documents. |

**7 THANK YOU**

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| We appreciate your time in completing this report. If there are any comments or feedback you would like to provide about any aspects of your working relationship with ERFA, you would be welcome to do so below. |
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**REMINDER**

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