

**Quarterly Monitoring Report**

**International Development Programs**

**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 plan and objectives as stated in the approved funding application. This report should:

* Show how funds received to date have been utilized
* Show that activities are being implemented effectively and in line with agreed objectives
* Indicate the outcomes (impacts) for program participants

**1 PROGRAM DETAILS**

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| --- | --- |
| Name of Program | Date |
|  |  |
| Location or City | Country |
|  |  |
| Quarterly Report for (months) | Year |
|  |  |
| Report prepared by (full name) | Position / Role Title |
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**2 BUDGET REPORTING TO ERFA**

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| **2.1** For Budget reporting to ERFA, submit the ERFA Budget Template you submitted with your 2018 Funding Application, with the green column completed for the relevant Quarter on the right of each worksheet. This process will automatically update **Sheet 10 – Reporting to ERFA**.  If your Budget Template has not been submitted with this report, please explain below and indicate when your Budget Template will be forwarded to ERFA. |
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| **2.2** If there have been any significant variations from your approved funding application, explain below the variance and the reason(s) why the variance became necessary. |
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**3 ACTIVITIES & IMPACTS**

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| **3.1** The table below is provided to enable reporting on progress with program implementation and program impacts. The activities (outputs) reported on should only be those for which ERFA funding has been utilized.    In reporting on Outputs & Outcomes, the following sections of your Funding Application are relevant:  Section B3: Statement of Development Objectives  Section B8: Program Plan – Outputs, Outcomes & Implementation Timeline  Section F1: Program Site Monitoring Plan  **Instructions:**   * Report on one activity (output) per row * Add rows and expand rows as needed | | |
| **Outputs**  Name the activities conducted to achieve program objectives & which were enabled through ERFA funding  State in a sentence the nature of the activity and who it was conducted for | **Quantitative Indicators**  Indicate:   * The numbers of child / adolescent / adult participants * Participants’ genders * Numbers of participants living with disabilities | **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 your activities are making in participants’ lives |
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| **3.2** Were any of the above program outputs (activities) not delivered on schedule according to your program plan? If **YES**, please indicate below which activities and the reason(s) why. | | |
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**4 RISK MANAGEMENT**

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| **4.1** Were any significant challenges or areas of risk encountered during the Quarter? **YES NO**  If **YES**, indicate below the nature of these challenges / risks and the actions taken to address them. |
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**5 SUSTAINABILITY**

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| **5.1 Partnership & Networking**  Has any progress been made during the Quarter with development 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 EMERGING NEEDS / ISSUES & FOLLOW-UP**

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| **6.1 Use the box below to:**   * Inform ERFA about any future needs / issues which have emerged during the Quarter * Respond to any requests from ERFA, for clarifications or additional information, in ERFA’s feedback on your last report (unless these have already been responded to) |
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**7 CAPITAL WORKS**

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| **7.1** Have any capital works been undertaken with ERFA funding during the Quarter? **YES NO**  If **YES**, provide a short narrative progress report in the box below. |
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**8 ACKNOWLEDGEMENT OF ERFA**

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| **8.1** How have you acknowledged ERFA publicly for its support during the Quarter? |
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**9 CROSS CUTTING ISSUES**

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| ERFA Funding Application requires applicants to address the integration of 5 Cross Cutting Issues in their program planning:   * 1. Child Protection   2. Gender Equality & Female Empowerment   3. Disability & Inclusiveness   4. Protection of Human Rights   5. Environmental Sustainability   Note: relevant ERFA policies are available at: [www.erf.org.au/about/policies/](http://www.erf.org.au/about/policies/) | | | | | |
| **9.1 Child Protection Training**  Was any Child Protection Training undertaken during the last quarter? **YES NO**  If YES, please provide details in the table below. | | | | | |
| **Date & Duration of Training** | | **Trainer(s)**  [Name(s) & Organisation(s)] | | **Participants**  (e.g. staff, volunteers, participants) | |
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| **9.2 Child Protection Notifications**  Were any Child Protection notifications received during the Quarter? **YES NO**  If YES, please provide details in the table below. | | | | | |
| **Date of Notification** | | **Issue Reported** | | **Action(s) Taken & Outcome(s)** | |
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| **9.3 Professional Development / Training in Cross Cutting Issues**  Was any professional development or training delivered during the Quarter in any of Cross Cutting Issues 2 to 5 above? **YES NO**  If YES, please provide details in the table below. | | | | | |
| **Cross Cutting Issue** | **PD / Training Conducted**  & **Date of Training** | | **Trainer(s)**  [Name(s) & Organisation(s)] | | **Participants**  (e.g. staff, volunteers, participants) |
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**10 CHANGES TO KEY PROGRAM PERSONNEL**

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| **10.1 Key Personnel who have Stepped Down**  During the Quarter, have any members of your program governance body, program leadership team or leadership of your financial management team, stepped down from their role? **YES NO**  If **YES**, please provide details in the table below. | | | |
| **Full Name** | | **Position / Role** | |
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| **10.2 New Key Personnel**  During the Quarter, have any new persons joined your program governance body, program leadership team or taken a leadership role in your financial management team? **YES NO**  If **YES**, please provide details in the table below. | | | |
| **Full Name** | **Position / Role** | | **Key Responsibilities** |
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**11 STORY & IMAGES**

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| 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. Hence, it is a requirement for funding that programs submit stories and images in routine reporting. |
| **11.1 Program Story**  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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| **11.2 Program Images**  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. |

**12 THANK YOU**

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| **12.1** 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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