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**PROGRAM FUNDING ANNUAL ACQUITTAL REPORT**

**International Development Programs**

**For Calendar Year ended 31 December 2017**

**INSTRUCTIONS**

* Throughout this template, ERFA refers to Edmund Rice Foundation Australia
* The Annual Acquittal Report is to be completed at the end of the funding cycle, which for ERFA normally follows the calendar year
* Please complete all sections of this template and respond to items as objectively as possible as your evaluation should inform your continuous improvement and program management
* Expand the boxes or add extra cells if needed
* A separate Acquittal Report must be completed for Capital Funding (available on ERFA website under the Program Toolkit tab)
* Please forward completed Annual Acquittal Report and accompanying documentation to:

[**ERFAreports@edmundrice.org**](mailto:ERFAreports@edmundrice.org) by **31 January 2018**

**WHY YOU NEED TO ACQUIT**

The acquittal process involves an evaluation to assess whether a program achieved its objectives and delivered what was expected according to the original plan in the Program Funding Application.

Effective program evaluation facilitates:

* Assessment of program effectiveness
* Identification of strengths & weaknesses
* Discernment of strategies for continuous improvement
* Identification of where training is required
* Identification of where further local research is needed
* Generation of new knowledge to inform decision making re program development
* Quality control for public accountability for ERFA funds expended
* Informed decision making by ERFA re continued funding

**EVALUATION PRINCIPLES**

The items in this template are intended to enable you to engage in an evaluative analysis of your program, based on the evaluation criteria recommended by the OECD Development Assistance Committee, namely: *relevance, effectiveness, impact, efficiency* & *sustainability*. These criteria are endorsed by the Australian Council for International Development, of which ERFA is a member.

**Relevance:** Has your program engaged with real needs / issues in your local community?

**Effectiveness**: How effectively were outputs (activities) delivered as planned and for the intended numbers of participants?

**Impact**: How successful was your program in achieving positive impacts (outcomes), improving the quality of the lives of program participants?

**Efficiency**: To what extent were program resources (personnel & physical resources) utilized effectively?

**Sustainability**: What progress has been made towards establishing the sustainability, by local beneficiaries, of program viability and impacts beyond ERFA involvement?

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**PART A: PROGRAM DETAILS**

**Name of Program** **Date Acquittal Report completed**

|  |  |
| --- | --- |
|  | DD / MM /YYYY |

**Location Country**

|  |  |
| --- | --- |
|  |  |

**This Report Prepared by (Full Name) Position / Role**

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**PART B: FINANCIAL MANAGEMENT**

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| **B1 Budget Reporting to ERFA** |
| For Budget Reporting to ERFA for 2017, submit the ERFA Budget template you submitted with your 2017 Funding Application, completing the green column for 4th Quarter on the right of each worksheet. This process will automatically update **Sheet 10** – **Budget Reporting to ERFA**.  Completed 2017 ERFA Budget template is attached: YES NO  If No, please provide clarification below and indicate when your completed 2017 ERFA Budget template will be forwarded to ERFA. |
| **B2 Independent Auditor’s Report**  Please attach an Independent Auditor’s Report and Auditor’s Management Letter  The Independent Auditor’s Report must certify that the Program Budget Report is a true and fair view of the income and expenditure of the program  The independent auditor must be accredited in-country and must not be an employee of or be related to the program. |
| Independent Auditor’s Report attached: Yes No  Auditor’s Management Letter attached: Yes No  If No, please provide clarification and indicate when the Independent Auditor’s Report and Management Letter will be forwarded to ERFA.  Please provide below details of the identity and accreditation of the independent auditor. |

**PART C: PROGRAM EVALUATION**

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| **C1 RELEVANCE**  (Program engagement with real needs / issues in the local community)  **C1.1 Profile of Target Beneficiaries**  In the box below, provide a brief description of the beneficiaries of your program. Who were the beneficiaries? |
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| **C1.2 Program Relevance**  In the box below, explain how important your program outputs (activities) were for the program’s target beneficiaries – i.e. to what extent did your program outputs address the most significant needs and priorities of the target beneficiaries? |
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| **C2 EFFECTIVENESS**  (The extent to which program outputs (activities) were delivered as planned and for the intended numbers of participants and on schedule)  **C2.1 Implementation of Program Outputs** (Quantitative Evaluation)  This section addresses evaluation of program **outputs** (activities).  Comment on each of the items below. |
| **C2.1.1**  To what extent were your program outputs (activities) delivered as planned and on schedule? |
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| **C2.1.2**  Were there any outputs (activities) that worked better than expected or did not work as well as expected? Why? / Why not? |
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| **C2.1.3**  Is there anything you would do differently? If so, please outline. |
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| **C2.1.4**  Were there any significant variations from the original program plan as provided in your funding application? If so, please outline. |
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| **C2.1.5**  Were any new ways discovered of working with program participants to achieve development outcomes? |
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| **C2.1.6**  To what extent were the intended numbers of beneficiaries reached? |
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| **C2.2 Program Beneficiaries Breakdown**  In the table below, indicate the total numbers of program participants for each group for the year |
| |  |  | | --- | --- | | Gender / Age | Totals | | Girls |  | | Boys |  | | Women |  | | Men |  | | Girls with a disability |  | | Boys with a disability |  | | Women with a disability |  | | Men with a disability |  | | Total Beneficiaries |  | |
| **C3 IMPACT**  (Success of the program in achieving positive impacts, improving the quality of the lives of program participants)    **C3.1 Evaluation of Program Impact** (Qualitative Evaluation)  This section addresses evaluation of program **outcomes** (impacts) for the program’s participants and the achievement of program objectives.  To assist with evaluation of your program outcomes, comment on the items below. |
| **C3.1.1**  What has happened as a result of your program outputs? What real differences have your program activities made in the lives of program participants? |
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| **C3.1.2**  Which program activity you would rate as the most successful in achieving program objectives and why? |
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| **C.3.1.3**  Did you observe any unintended consequences from program activities? If so, please describe the unintended consequences and actions taken. |
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| **C3.2 Beneficiary Participation in Program Evaluation**  Please indicate how program participants participated in program evaluation and outline the feedback they provided. |
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| **C4 EFFICIENCY**  (How well were program resources (personnel & physical resources) utilized effectively to achieve program objectives?)  Comment on the items below: |
| **C4.1**  How effective would you rate your deployment and utilization of available program personnel and physical resources? |
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| **C4.2**  Did you run a cost-efficient program? Have you discovered any alternative ways to achieve any of the same results at less cost? |
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| **C4.3**  What areas would have the highest priority for additional personnel and / or resources if funds were available? |
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| **C5 SUSTAINABILITY**  (Evaluation of progress towards establishing the sustainability, by local beneficiaries, of program viability and impacts beyond ERFA involvement)  Comment on the items below. |
| **C5.1**  To what extent has your program strengthened local community capacity, ownership and leadership to sustain positive changes achieved into the future? |
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| **C5.2**  What aspects of your program could the local community now deliver on their own without support from program leadership? |
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| **C5.3**  Indicate any alternative funding sources that have been secured, especially any in-country sources. |
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| **C5.4 Partnerships & Networking**  During the past 12 months, have you entered into any new partnership or networking relationships with other NGOs, civic or private sector entities? If yes, please provide details including the positive impacts on your program. |
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**PART D: RISK MANAGEMENT**

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| **D1 Identified Risks**  Did any of the risks identified in the Risk Management Framework submitted with your Funding Application actually occur? If yes, indicate what risks were encountered and what mitigating actions were taken. |
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| **D2 Unanticipated Risks**  Were any new and unanticipated risks encountered? If yes, indicate what these risks were and what mitigating actions were taken. |
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**PART E: COMPLAINTS HANDLING**

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| **E1 Complaints Handling**  Have any staff, volunteers or program participants had cause to engage with your complaints handling process in the past 12 months?  If Yes, please indicate the nature of the complaints and the actions taken. |
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**PART F: WELFARE**

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| **F1 Welfare**  Over the past 12 months, has your program been engaged in any welfare activities? Refer to <https://erf.org.au/wp-content/uploads/2016/07/Defining-Welfare-Beneficiaries.pdf> for ERFA’s definition of welfare.  If yes, indicate how these activities have been necessary for the achievement of your program’s development objectives. |
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**Please respond to Parts G & H below with reference to activity in 4th Quarter of 2017 ONLY**

**PART G: CROSS CUTTING ISSUES**

**Refer to ERFA’S Policies at:** [**www.erf.org.au/about/policies/**](http://www.erf.org.au/about/policies/)

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| **G1 Child Protection Training** |
| During **4th Quarter** 2017, was any Child Protection Training provided for staff, volunteers or program participants? YES NO  Use the table below to report on Child Protection Training delivered in **4th Quarter**   |  |  |  |  | | --- | --- | --- | --- | | Child Protection Training | Trainer | Training Participants | Date | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **G2 Child Protection Reporting**  Were there been any serious allegations of breaches of your program Child Protection Policy by staff, volunteers or program participants during **4th Quarter** 2017? YES NO  If Yes, please indicate the nature of the allegations and the actions taken. |
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| **G3 Professional Development in Cross Cutting Issues**  ERFA Funding Application Template addresses the following Cross Cutting Issues:   * Gender Equality & Female Empowerment * Disability & Inclusiveness * Protection of Human Rights * Environmental Sustainability |
| Were any professional development or awareness raising opportunities addressing Cross Cutting Issues provided for staff, volunteers or program participants in **4th Quarter** 2017? YES NO  If Yes, use the table below to report on this professional development or opportunities   |  |  |  |  | | --- | --- | --- | --- | | Professional Development | Provider | Participants | Date | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

**PART H: GOVERNANCE & LEADERSHIP**

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| **H1 Governance, Leadership & Financial Management Personnel**  With your 2018 Funding Application, forwarded to ERFA in August, you provided complete lists of your program’s governing body (board or equivalent), senior program leadership and persons responsible of management of program finances.  Have there been any changes to the above lists during **4th Quarter** 2017? YES NO  If yes, please indicate the changes below. |
| |  |  | | --- | --- | | Name | Role | |  |  | |  |  | |  |  | |  |  | |  |  | |

**PART I: RECOGNITION OF ERFA**

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| **I1 Recognition of ERFA**  Please report below on how you have acknowledged ERFA publicly during the past 12 months |
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**PART J: FEEDBACK FOR ERFA**

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| **J1 Feedback for ERFA**  Do you have any feedback or suggestions you would like to provide to ERFA regarding any of the following?   * The Funding Application process * The Quarterly Reporting process * The Annual Acquittal process * Any other aspects of your program’s working relationship with ERFA |
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**REMINDER**

Forward completed Annual Acquittal Report and accompanying documentation to:

[**ERFAreports@edmundrice.org**](mailto:ERFAreports@edmundrice.org) by **31 January 2018**