

## Narrative Report Guidance and Template

### Narrative Report Requirements

- Clearly indicate the time period that the report covers;
- Indicate compliance with the terms of the Grant Agreement; and
- Be signed by (or submitted electronically by or on behalf of) the principal investigator or another appropriate official of the organization.

### Report Template

The below are suggested sections that can be included in your narrative report. Please consult with your program officer for specific guidance on what should be included in your report.

- 1. Brief Executive Summary** – Provide a brief summary of the work accomplished to date, the outcomes achieved, and any other critical information that you should be included in the executive summary.
- 2. Project Activities and Impact** - briefly re-frame the problem statement that the grant is addressing and then:
  - Describe **project activities**, including the status of the work and accomplishments to date.
  - Describe **the core impact or result** that these activities delivered. Please be sure to report against the indicators you identified in your proposal (i.e. on people, markets, systems) and/or in subsequent measurement and learning discussions/documentation. Please include any details on the beneficiaries (including what changes you achieved).
- 3. Measurement and Learning**
  - As you reflect on the project described above, how have you measured and learned about your progress towards that impact, including successes and challenges you experienced along the way?
  - What (if any) challenges existed in your capacity to achieve your intended outcomes?

#### 4. Knowledge Management and Communications

- How have you shared information about your grant-related work and its outcomes? Please include the audience(s) (e.g., media, experts in the field, general public). What impact did this have on your work, organization, and/or field?
- What about these learnings is replicable and/or shareable with the broader community?

#### 5. Risk Management

- How have you managed any risk that arose -- such as financial, political, governance, cultural/religious, security, collaborations, etc. -- and have they affected the progress of your grant?
- Are you able to maintain the expected timeline for the completion of this grant? Do you require an extension or further support to ensure proper completion of this funded work? If you require an amendment or extension, please raise this directly with your program officer.

#### 6. Budget Narrative

- Provide a budget narrative as part of your report.
  - In the narrative, please describe and provide justification for significant changes in each category in the financial report and its impact on your original budget.
- If applicable, please include if your organization leveraged its relationship with the Rockefeller foundation to raise/secure additional funds.
- Have there been any challenges or delays in your work to allow you to spend the grant funds as expected?

**7. Leverage Funding** - If applicable, please include if your organization leveraged its relationship with The Rockefeller Foundation (RF) to raise/secure additional funds or RF has directly connected your organization to other funders or donors.

#### 8. Appendices

- Stories and/or photos from the field that can be shared on the Foundation's website.
- Added materials if desired.