**PROJECT PROGRESS REPORT**

**The Quarterly Performance Reports must include the following:**

● Description of quantifiable output of the Projects including accomplishments, lessons learned, and indicators;

● Description of the obstacles and their effect of meeting established goals, if appropriate, and remedies or actions undertaken or planned to address these obstacles;

● Analysis and explanation of costs including any overspending or high unit costs;

● Outline the next steps for the next reporting period.

● Details of resources leveraged

**The Final Performance and Financial Reports must include the following:**

The Entrepreneur must submit a quarterly and final report to the Loden Foundation after the completion date of this agreement. The reports must include: an executive summary of the Entrepreneurs accomplishments in achieving results, an overall description of the Entrepreneurs activities and attainment of plans made toward accomplishing the objective and expected Results, including a summary of lessons learned and any particularly important success stories; significance of these activities.

1. Project Overview
	1. Progress report for the period:
	2. Submission date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Activities for the Quarter** | **Timeline** | **On schedule** | **Delayed - If delayed, include the projected timeline** | **Reasons for delay** |
|  | [MM-YYYY] to [MM-YYYY] | Yes/No | [MM-YYYY] to [MM-YYYY] |  |
|  | [MM-YYYY] to [MM-YYYY] | Yes/No | [MM-YYYY] to [MM-YYYY] |  |

1. Narrative Report
2. Project update: Description of completed project activities. (*Briefly describe how the activity was carried out, what resources were leveraged, what are the accomplishments of the project activities this quarter, what are the immediate results, how were you able to achieve your objectives etc.)*
3. Share one of the most successful activities: *What was the impact of this activity?*
4. Results:

|  |  |  |
| --- | --- | --- |
| **Indicators** | **Expected Output/Outcome** | **Results** |
| Number of public-private partnerships developed  |  |  |
| Number of people employed (gender segregated data) | X people employed(x women, x men) |  |
| Number of farmers reached from the database developed  |  |  |

1. Impact: Briefly describe the impact of the project (Final report)
	* What is the impact of this project in your company?
	* What is the overall impact of this project in the community?
	* What is the impact of this project for Bhutan?
2. Describe any challenges, obstacles, and/or lessons learned.
3. Planned Activities for Next Quarter
4. Financial Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subaward: LODEN FOUNDATION   |   | **Budget for Quarter**  | **Expenditure for the Quarter** | **Cumulative expenditure** | **Budget Balance (Total Budget-Cumulative Expenditure)** |
| **Activity Name**  |  **Total (Nu)** |  |  |  |  |
| **I. Machines** |   |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **II. Equipment** |  |  |  |  |  |
|  |  |  |  |  |  |
|   |   |  |  |  |  |
|  |  |  |  |  |  |
| **III. Construction** |  |  |  |  |  |
|  |  |  |  |  |  |
| **IV. Space/Utilities** |   |  |  |  |  |
|   |   |  |  |  |  |
| **V. Communications/Postage** |   |  |  |  |  |
| **Advertising/Announcement of grants** |  |  |  |  |  |
|  ***Total Communications/Postage*** |  |  |  |  |  |
|  |  |  |  |  |  |
|  **VI. Salaries** |   |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  ***Total Salaries*** |   |  |  |  |  |
|   |   |  |  |  |  |
| **VII. Other Direct Costs** |   |  |  |  |  |
|  ***Total Other Direct Costs*** |  |  |  |  |  |
|   |   |  |  |  |  |
| **TOTAL**  |  |  |  |  |  |
|  |  |  |  |  |  |

* + Include an analysis/explanation of costs including any overspending or high unit costs.
	+ Receipts: (*Please include scanned copies of all receipts and bills as per the activities carried out)*