**Zoie Gardner Overseas Fund (ZGOF)**

**Unitarian Universalist Community of Victoria (UUCV)**

**Project Reporting Form**

Please review your **Project Funding Agreement** (and **Schedule A – Project Details**, including your **Reporting Due Date**) *prior to* starting on this project report. You may also wish to review the **Project Funding Criteria**; funds are to support education of girls and young women in low-income countries.

*Instructions:*  Download and complete this project report form electronically, inserting electronic links to documents, where possible. Save your project report as a PDF file, name it as [ZGOF Report - your org name (or acronym) – year/mo/day]; if your organization has more than one ZGOF-funded project, include country or abbreviated project name to differentiate projects. Upload your PDF and any attachments through the ZGOF upload portal at: [www.victoriaunitarian.ca/zgof](http://www.victoriaunitarian.ca/zgof)

Email any questions to your ZGOF Project Liaison or zgof@victoriaunitarian.ca .

1. **Administration:**
	1. Organization name:
	2. Mailing address:
	3. Email:
	4. Phone:
	5. Executive Director or Principal(s):
	6. Contact person completing this project report form (name, email and phone, if different from above):
2. **Project Title:**

**3. Project Report Date:**

**4. Specify whether this is an Interim or Final Report:**

**5. Project Description, *as implemented:***

Describe the project as implemented. (Include: What was delivered/accomplished; where? How was the project undertaken/implemented? Timeline, etc.)

1. **Project Outcomes and Impacts:**

Compare **approved** project objectives, deliverables and outcomes, with **actual** project outcomes and impacts. (Consider including such items as # of girls affected, type of education or skills received, opportunities available to program graduates (eg. jobs or higher education), overall empowerment, female health and reproductive care, female safety/security.)

1. **Project partners and delivery**
	1. Did your Organization work with any partners/organizations in the host country? If so:
		1. Name and describe these partners/organizations:
		2. Which partner or organization was responsible for what?
		3. What were the relationships between your Organization and theirs?
		4. What risks did/do these partners/organizations face?
	2. What were the main project delivery challenges?
2. **Project financial report** (include information about other project funders)
	1. Compare the proposed project budget with actual project expenditures; distinguish use of ZGOF funds, and funds from other project funders.
	2. Additional costs incurred by the Organization:
		1. Identify any additional administrative or other costs (not included in the project financial report above), that your Organization incurred in order to deliver this project:
		2. How were these additional costs covered by your Organization?
	3. For multi-year projects (eg. tuition fees over a multi-year program), how are ZGOF funds held for expenditures in future years?
3. **Learnings and Next Steps**
	1. Outline any surprises or learnings:
	2. Will your Organization build upon the results of this project? If so, how (eg. next steps and future vision)?
4. **Other**

Please add anything further you would like to tell us about your project implementation, results and outcomes, or anything else.

1. **Comments or questions for ZGOF**

Feel free to provide any comments, questions or feedback to ZGOF:

… **Save and submit**

Please see the top of this form for how to save and submit this project report.