

## Reporting requirements for grants from the Karibu Foundation

Unless otherwise stated, the specific reporting requirements and deadlines for grants from the Karibu Foundation are specified and detailed in the contract signed between the partner and Karibu. The deadline for reporting is outlined in contract between Karibu and the partner organization. Below you will find a check-list to assist in the reporting process.



### Reporting Requirements

#### **Narrative Report**

While there is no standard format for narrative reporting, Karibu asks for candid, reflective, straightforward and condensed responses about the activities of the project. Karibu is equally interested in hearing about successes, challenges, difficulties and even failures. Some reflections about the following questions are useful:

- What were the expected outcomes of the project (i.e. who or what was expected to change as a result of the grant activities) and to what extent were those outcomes realized?
- Describe any lessons learned related to implementation, collaborative relationships or other factors. What advice would you give others doing similar work?
- Describe any factors that have contributed to or impeded the success of the project and explain their effect on the proposed goals and timeline, including funding issues. In hindsight, would you have changed the design of the grant, goals, timeline, project, and if so, how?
- Will this project continue after the end date of the grant? If so, what are your plans for continuing momentum of this project?
- Statistics related to the project (participation, attendees, reach, etc.) are of course interesting, but not required

#### **Financial Report**

The general accounting / financial report should be structured similarly to the structure of the budget that formed the basis to the grant provided. We expect the following information to be visible:

- All expenses relevant to the project
- All income (Karibu and other grants)
- All project revenues (material and non-material)

#### **Financial Audit**

As a standard procedure, Karibu expects an audit to be carried out on the finances of projects supported. Such an audit may be a separate audit of the Karibu-supported project, or an audit of the project together with the general yearly audit of the finances of the partner organisation. Sometimes such annual audits follow requirements in the laws and regulations governing non-profit entities in the respective country. If the latter audit model is used, it is expected that the Karibu grant and the actual project costs will be visibly identified in the audited financial statements