

CHILD BLINDNESS AND EYE HEALTH GRANTS FUND AWARDS CYCLE VI REPORTING REQUIREMENTS GUIDANCE DOCUMENT



This document describes the reporting requirements for projects awarded Cycle VI grant through the A2Z/USAID Child Blindness and Eye Health Grants Fund at the Academy for Educational Development (AED). This document guides the user through the forms and explains the reporting requirements and schedule. Please contact the Child Blindness Program staff (childblindness@aed.org) with any questions.

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I. Child Blindness Grantees - Reporting Categories

There are two required reporting categories for the Child Blindness & Eye health grant recipients. These are:

- A. Financial reporting, consisting of:
 - Certified invoice
 - Financial status report
 - Cost share report

- B. Performance reporting, consisting of:
 - Narrative report
 - Monitoring and evaluation (M&E) report (excel)

II. Reporting Schedule

Please note that this is the general reporting schedule, any grantee may be asked to submit reports more or less frequently depending upon performance, circumstances in the country, etc.

- A. Financial reporting:
 - Quarterly (most grantees): Allows for reimbursement of expenses through submission of an invoice
 - Monthly: Allows for monthly advances; all advances must be reconciled at the end of each month, prior to receiving the next advance. All grantees receiving an advance must submit a financial report on a monthly basis.

- B. Performance reporting: Quarterly

Reporting periods: The Grants Fund utilizes the U.S. government fiscal calendar in order to maintain a uniform reporting schedule.

Quarter 1: October – December
Quarter 2: January – March
Quarter 3: April – June
Quarter 4: July – September

All reports are due 20 days after the completion of the quarter. If the 20th day lands on a weekend or holiday, reports are due the next business day. Note, a grantee may submit their quarterly reports before the 20th due date.

Please label all reports and other pertinent information using this reporting period schedule.

Example: A project which begins in August 1, 2010, will submit their first report no later than the close of business on October 20, 2010. The report will be a Quarter 4 report, despite it being the first report submitted by the organization.

III. Financial Reporting Requirements

Each organization must submit the following three financial reporting documents in the quarterly report:

1. Certified invoice for the period: Invoice instructions can be found in section C, part 4 "Submission of Vouchers" of the subgrant agreement. Billing for costs shall be vouchered by cost element following the format of the sub-agreement budget (i.e., the project budget may be used as your template). Please remember to include the certification statement and sign the invoice. An invoice checklist and sample template are attached for your reference. Please review these files and guidance to ensure the accuracy of your submission. This will avoid any delays in processing your reimbursement.

The invoice can either be scanned and faxed or e-mailed to the attention of Child Blindness Program Manager at 202-464-3998 or childblindness@aed.org.

2. Financial Status Report: The Standard Form 425 is attached. The report is submitted quarterly.

3. Cost Share Report: See Attachment 2. This form is used to report project expenses funded through sources other than the Grants Fund in accordance with the "Other Sources" category of the grant budget. The expenses are to be reported on an on-going basis, as funds are expended for project implementation. This form helps A2Z track the grantee organization's cost share commitment.

IV. Performance Reporting

Each quarter, groups should submit the following two performance reports:

1. Narrative Report: The purpose of the narrative report is to explain progress of activities carried out and describe the Monitoring and Evaluation data. Quarterly reports (approximately 3-5 pages) provide the grantee an opportunity to describe program achievements and challenges.

At the end of the project's nine-month phase, organizations should submit a final, nine-month report, using the same format as the quarterly reports (below). The final report will take the place of the last quarterly report and will summarize all activities for the full nine-month period.

The recommended format for the narrative report is:

- **Meeting Objectives:** Please note if your organization is meeting its stated targets for the period. Otherwise, please state the reasons for not meeting the objectives and how the project is correcting or adjusting activities to compensate for the shortfall.
- **Achievements:** Please highlight your project achievements during the period, noting any activity, staff person, or other factors contributing to your success.

- **Challenges:** Please note any challenges to implementation that occurred during the reporting period. You may also report on past and on-going, or anticipated future challenges. Describe any actions your project is taking to remedy the challenges faced including any areas where you are in need of technical and/or managerial support.
- **Stories from your project:** In order to help us better understand your project and to help us communicate that information to a broader audience, we ask that you take the time to communicate any important/human interest story from the field. The story may focus on any aspect of the project or that you feel captures the importance of your work.

2. Monitoring and Evaluation Reporting Tool (M&E) Tool. Each quarter an M&E reporting tool should be completed. The M&E tool allows the Grants Fund to collect data from grantees across projects in a standardized fashion which, in turn, allows for aggregation and reporting of this information to USAID. Please assure that your M&E tool has complete annual targets as appropriate.

V. Summary

Each quarter (or month as applicable) grantee organizations must submit the following:

- Certified Invoice
- Financial Status Reporting form ('425 form')
- Cost Share reporting form
- Narrative Report
- M&E reporting tool

VI. Attachments

Attachment 1: Invoice checklist and sample template for certified invoice

Attachment 2: SF425 Form and Guidance Notes

Attachment 3: Accounting for cost share items from partner organizations

Attachment 4: Monitoring & Evaluation Reporting Tool Guidance Notes

Objectives

All project objectives should be S.M.A.R.T.: **S**pecific, **M**easurable, **A**ppropriate, **R**ealistic, and **T**ime specific.

An objective is a specific statement detailing the desired accomplishment of the project. Objectives address questions of “what” and “when,” but not “why” or “how.” Objectives are stated in terms of results to be achieved, not processes or activities to be performed.

For example, instead of using the following as an objective,

“Reduce child blindness”

it is preferable to make it a SMART objective that we can measure at the end of the project, such as

“Reduce child blindness among children ages 5-14 by 10% in the Mwanza Region within two years”

Indicators

The A2Z Project does not have a defined list of common indicators for Cycle VI. Each grantee should instead identify and incorporate appropriate indicators for their particular project and activities. In the attached M&E tool, include all indicators that you report on quarterly and use to monitor sustainability. The indicators, along with project highlights, will be included in A2Z’s quarterly report to the US government to monitor the activity and success of these projects.

Indicator types

Process

Process indicators will monitor that an activity occurs as planned and will monitor what happened during the activity, defining targets such as “103 students screened for eye health conditions” or operations research implementation began in target research sites

There may be numerous process indicators for one activity. Some process indicators do not have a determined target, but indicate the type of data to be collected, such as “# of students screened for eye health conditions” or “# of teachers training in comprehensive child blindness programs.” However, it is preferable to set targets at the initial project planning when possible and compare the true numbers after the activity is completed. All grants must determine and report upon process indicators for each activity, and state age ranges (less than 15, 15-24, 24-29, and older than 29) and gender as required.

Outcome

The outcome indicators will demonstrate a change in the short- to medium-term that is attributable to the completed activity. An example might be “% of eye care personnel passing clinical exam to perform x treatment” after a training occurs. The process is the training, measured by the number trained, but the result or outcome is the success of that training.

*Not all of the activities in the Child Blindness projects will need to report upon outcome indicators. Appropriate outcomes must be documented as resulting directly from the project itself.

NOTE: Disaggregating data by gender and age is required for all indicator types.

Quarterly Data Collection

FY2011							
Q1		Q2		Q3		Q4	
Male	Female	Male	Female	Male	Female	Male	Female

As indicated in the data component of the reporting tool pasted above, the table will be filled out each quarter, according to the most up-to-date time period. Please do not erase data from previous quarters when updating the table.

Source of Data

The source of data indicates where information will be found to 1) document that an activity took place and 2) report upon indicators. For example, to include capacity building information on training of teachers, the training facilitation team should have logged sign-in sheet information for each training activity, perhaps in a rolling excel database to collecting training participation data over time, including name and sex in clear format that serves as a source of information for reporting on planned indicators.

Users of Data

Who will use the information that results from the activity? This may be any group or persons with interest in the project, in addition to the project implementers. The idea is to learn how this project's output will be used locally, such as for planning subsequent projects, spurring new ideas in eye health care strategies, or as support for vision health advocacy efforts.

Project Activity Categories

Please separate project activities into categories that correspond to your chosen operations research exercise. These categories should be maintained for quarterly reports as well.