NARRATIVE GUIDANCE

The guidance below provides detailed instructions for completing each section of the Narrative templates, including Proposal, all Progress Reports, and Completion Report.

Use the blue links below to quickly access the following guidance sections:

1. **General Narrative Guidance**

2. **Proposal Guidance**

3. **First Quarter Report Guidance**

4. **Midterm Report Guidance**

5. **Third Quarter Report Guidance**

6. **Completion Report Guidance**

1. GENERAL NARRATIVE GUIDANCE

There are several guiding recommendations that apply generally to all questions in the Narrative grant templates. Please follow these recommendations throughout.

0.1 Pre-Filled Content

- All questions requiring a YES or NO response have been pre-filled with "YES // NO."
  - Please select either YES or NO and <u>delete the other response.</u>
  - Example:

Template:

Contracted Implementers Are there other implementing organizations or entities that will be contracted to do work for this program?	YES // NO

Your Response:

Contracted Implementers Are there other implementing organizations or entities that will be contracted to do work for this program?	NO

- Many questions include example responses in the template. To avoid confusion, please delete these examples and replace them with responses relevant to your program.
  - Example:

Template:

[Admin Unit 1]	[Admin Unit 2]	[Admin Unit 3]
Example: *Western Region*	*Sindhuli District*	*Ratanchura* *Solpathana*

Your Response:

Admin Unit 1 for your program	Admin Unit 2 for your program	Admin Unit 3 for your program
Admin unit name for your program	*Admin unit name for your program*	*Admin unit name for your program*

0.2 Addressing Multiple Contexts in the Same Response Field

- The answers to some questions may vary for the different contexts, technology types, or locations in which you work (e.g. communities vs. schools)
- In many questions, we have explicitly asked you to copy a response table or add rows to a table for each unique context. Please follow the instructions provided in the template in these instances.
- However, several questions ask you to respond to the question for all contexts within the same response field. In these instances, please add structure to your response to clearly distinguish between the different contexts.
  - Example:

Fee Structure & Financial Management	
What is the fee structure, fee amount, and frequency of user contributions? Community: In the community, households pay on an HH-level (not an individual level) on a scale depending on income. Ultra-poor households pay $0.50 USD, poor households pay $0.75 USD, medium households pay $1 USD on the first week of every month during the community meeting. School: In the schools, the district government pays $10 USD per month to the school maintenance fund. Parents pay $0.10 per month per child.	
Please list the average projected cost of annual maintenance for one water point of this type of technology (include currency units):	Community: $20 USD School: $35 USD

0.3 Cross Checking with Program Profile

- There are several areas where the Proposal Narrative overlaps with the Program Profile. Please make sure the information in the Proposal Narrative and Program Profile are consistent with one another.

0.4 Submission Format

- Narrative Proposals and Progress Reports should always be submitted in Microsoft Word format. Please do <u>not </u>submit in PDF or other formats.

charity: water
PARTNER ACCESS

PROGRAM PROFILE	PROPOSAL	FIRST QUARTER REPORT	MIDTERM REPORT	THIRD QUARTER REPORT	COMPLETION REPORT

PROPOSAL GUIDANCE

Use the blue links below to quickly access the following guidance sections:

1. ORGANIZATION INFORMATION

1.1 Proposal Overview
  1.1a)   Partner & Grant Information

1.2 Financing & Contracts
  1.2a)   Co-financing
  1.2b)   In-Kind Contributions
  1.2c)   Program Cost Changes
  1.2d)   Contracted Implementers

2. PROPOSAL DETAILS

2.1 Program Areas for this Proposed Grant
  2.1a)   Proposed charity: water Program Areas
  2.1b)   Changes in Program Areas
  2.1c)   Achieving Access

2.2 Grant Details
  2.2a)   Grant Alignment with Program Strategy
  2.2b)   Learnings & Results
  2.2c)   Implementation Activities and Details
  2.2d)   Pilot Activities and Details

3. GRANT OUTPUTS

3.1 Proposed Outputs
  3.1a)   Water Outputs
  3.1b)   Sanitation Outputs
  3.1c)   Hygiene Outputs
  3.1d)   Other Outputs

3.2 Water Quality Testing
  3.2a) Water Quality Parameters and Quantities
  3.2b) charity: water Testing Requirements

4. PRE- AND POST-IMPLEMENTATION ACTIVITY SUPPORT

4.1 PPIA Activities
  4.1a)   PPIA Activities and Goals
  4.1b)   PPIA Assessment and Goals Measurement

5. MAP FRAMEWORK

5.1 MAP Framework Component(s) Required

5.2 MAP Framework Implementation Details

5.2a) MAP Data Collection Timeline
5.2b) MAP Water Quality Testing
5.2c) MAP Training

6. PROGRAM MONITORING & EVALUTION

6.1 Water Point Functionality

6.1a)   Water Point Functionality Action Plan
6.1b)   Water Point Functionality Results

6.2 Other Monitoring and Evaluation Activities

6.2a) Other M&E Activities
6.2b) Additional Proposed Outcomes

7. RISKS AND CHALLENGES

8. ADDITIONAL COMMENTS

1. ORGANIZATION INFORMATION

1.1 Proposal Overview

1.1a) Partner & Grant Information
- **Organization name -** Your organization name
- **Program country -** Country for proposed funding under this grant proposal from charity: water
- **Program name -** Title of the proposed program, if applicable
- **Grant period (dates) -** Proposed start date and end date for this grant period/program cycle in a date format (mm/dd/yyyy). This is typically 13-months, starting either February 1 or August 1, and should include the final month dedicated to completion reporting.
- **Grant ID -** To be provided by charity: water in your Request for Proposal. If an ID is not available at the time of the Request for Proposal, this will be provided during the revision process and filled in prior to the finalization of the Proposal. This is the unique grant identifier for the duration of the grant and will be used on Narrative, Budget and Water Points List documents.

1.2 Financing & Contracts

1.2a) Co-Financing
- This section is intended to provide qualitative information on the co-financing reflected in the budget file (cell G5 of Budget tab, Co-financing for this grant).
- Select YES or NO and <u>delete the other response</u>.
- If YES, briefly describe what kinds of co-financing are contributing to the program (community contributions, government contributions, financing from your own organization, financing from other organizations, etc.) and what that co-financing is used for.
- Example:

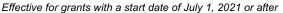| Does the program funded in this grant include co-financing?	**YES**
If yes, briefly explain: The district government will fund the repair and rehabilitation of existing sanitation infrastructure at all schools where this program is implemented, supplementing the water supply provided by the charity: water-funded program with sanitation infrastructure. Though there are not sanitation construction activities and expenses included in the charity: water grant, this work is happening at all charity: water-funded locations in the grant through this government co-financing.	

1.2b) In-Kind Contributions
- Select YES or NO and <u>delete the other response</u>.
- If YES, briefly describe.

1.2c) Program Cost Changes *(only answer if program has been previously funded by charity: water)*
- Select YES or NO and <u>delete the other response</u>.
- If YES, briefly describe the circumstances or justification for why the costs changed by +/- 15%.
- Example:

Has the Cost per Person and/or the Cost per Water Point changed by -/+ 15% since the last charity: water grant?	YES
If yes, briefly explain: Due to the increased number of mechanized boreholes to tap stands in this grant and the dramatic increases in the cost of fuel since the border blockage, the cost per person has increased by 19% (from $30.10 to $35.70) and the cost per water point has increased by 16% (6,000 USD to 6,960 USD).	

1.2d) Contracted Implementers
- Select YES or NO and <u>delete the other response</u>.
- If NO, delete the **Contracted Implementer** table.
- If YES, for each contractor or implementer receiving a contract of $4,000 or more, complete the **Contracted Implementer** table with the following details:
  - **Contracted Implementer** – Fill in the organization or name of the contracted implementer (e.g. Atco Drilling Company). If you do not have this information in at the time of the Proposal, describe their function here (e.g. Well Driller).
  - **Contract Type** – This should be the type of contract used to hire or engage a 3ʳᵈ party implementer. Some of the examples include: Bill of Quantity (BOQ) or No Water No Pay. If there is no contract, write "N/A" and explain in the box at the end of the table.
  - **Activities responsible for** – List the activities for which the contracted implementer is responsible. Please be brief. For example, this can be "Drilling all deep boreholes in Chelsea District" or "Implementing all sanitation activities in school water points for this grant".
  - **Explanation** - Use this field to describe why and how you chose this implementer, the rationale for contract type, how you plan for and enforce work guarantees, your process for hydrogeological studies, etc. If you have a vendor selection process that you followed for this contractor, explain the policy and how you implemented against it. If there is no contract, explain why not.
- Copy this table as many times as needed to list all 3rd party or contracted implementers.

2. PROPOSAL DETAILS

2.1 Program Areas for this Proposed Grant

2.1a) Proposed charity: water Program Areas
- Program Area = location
- Refer to the Request for Proposals for the latest grant cycle or prior conversations with charity: water regarding the level of specificity for this section.
- This should refer to more targeted programs (e.g. Sub-Districts, Hamlets, etc) that relate to the broader Program Areas reflected in section 2.1b in the Program Profile.

2.1b) Changes in Program Areas
- *Only answer if program has been previously funded by charity: water*

- A change could include adding new program locations, expanding into new Sub-Regions or Sub-Districts, and/or shifting to a different area of the country.
- Select YES or NO and <u>delete the other response</u>.
- If YES, explain how and why these program locations have changed.

2.1c) Achieving Access
- Select YES or NO and <u>delete the other response</u>.
- If YES, explain how the water points proposed under this grant will meet the definition of access explained in section 1.5a of your Program Profile.
- If NO, explain why the water points will not meet the definition of access defined in section 1.3a of your Program Profile and how your organization will address this moving forward.

2.2 Grant Details

2.2a) Grant Alignment with Program Goals
- Referring to the details in the Program Profile, explain how the main objectives, activities, and progress of this proposed grant will advance or contribute to the larger goals of your WASH program with charity: water.
- This section should provide details for how this grant fits into a greater WASH strategy.
- Please ensure this section is not a duplication of the content provided in your Program Profile. It should reference the strategy you've described in your Profile, but only to explain how the proposed grant aligns with and advances it.

2.2b) Learnings and Results
- Please detail how lessons from your organization's previous work (funded by charity: water or otherwise) or results from the MAP Framework will be incorporated into this proposed grant. This may include technical improvements, process or management improvements, strategies to mitigate against challenges encountered in the past, and support to past charity: water funded programs or water points where extra support is needed to improve or sustain results. Please be as specific as possible.
- It is suggested that you use subheaders to organize this section by learning/result. For example:

  > ***Low water quality in piped systems*** *- Our 2019 MAP results showed 40% of our piped system projects had water quality with high risk of diarrheal disease. In this grant, we will target improved water quality by incorporating in-line chlorination into each piped system. We will also invest in additional water quality management training for caretakers, water management committees, and the general community.*

2.2c) Implementation Activities and Details
- This section should be used to describe the activities and details of this grant proposal and should align with your submitted Work Plan, including the water technologies and sanitation and hygiene approaches being implemented. This does not need to be a line-by-line description of your Work Plan, but all activities on your Work Plan should be accounted for within the description you provide.
- It is suggested that you use subheaders to organize this section by the high-level activities in your grant, so it is easy to see where the activities in your Work Plan fit in. (e.g. pre-implementation assessments, community mobilization, water committee formation, water point construction, sanitation & hygiene education,

water point handover, monitoring, etc.). Please use activity subheaders that are relevant for your program/implementation.
- Where possible, please include and highlight the incorporation of lessons learned from prior grant cycles listed above and/or the results from the MAP Framework.

2.2d) Pilot Activities and Details
- This section should be used to highlight any pilot activities proposed within this grant. A pilot is an activity you have not implemented in your program area and don't have results for yet. (e.g. piloting a new water quality treatment component on your planned projects, or trying a new sanitation approach)
- For each pilot activity, briefly describe the activity
- Additionally, detail your assessment plan for evaluating each pilot activity in the table provided.
- Example:

Pilot of inline chlorination - In this grant we will install WaterPur in-line chlorination units in 2 piped systems as a possible solution for improving water quality in our system design. We have reviewed several in-line chlorination options and determined WaterPur to be the best option in terms of reported effectiveness, price, and availability of replacement parts in our working areas. Communities who will receive the pilot filters have been determined to have both a need for and interest in investing in water treatment within their system, and have been determined to have the financial capacity to manage the maintenance costs of this water treatment component. If WaterPur filtration proves successful in these two systems, we will consider incorporating similar treatment components into our standard system design and program approach moving forward.

Pilot Activity/Budget Line	Assessment Indicator(s)	Assessment Method and Timeline
WaterPur In-line chlorination in piped systems	*% of water quality results meeting national standards for e. coli (< 10 CFU/100 mL))* *% of water committees with sufficient savings (minimum $500 USD) to cover anticipated annual filter replacements* *% of caretakers who report performing required filter maintenance (cleaning 2x/month)* *% of water committees who have successfully replaced their filter within the first 2 years* *average lifespan of installed filters (time between filter replacements)*	*We will collect data on these indicators every 6 months for the first 2 years after projects are completed as part of our bi-annual post-implementation monitoring, which includes a combination of water point and water committee surveys.*

3. GRANT OUTPUTS

3.1 Proposed Outputs
- Complete tables 3.1a-3.1d for all proposed outputs of the grant.
- This should include hardware outputs (e.g. individual water points, tap stands, etc.) as well as indirect or training outputs (e.g. # of people trained, # of teachers trained, # of latrines built, etc.).
- Include units and add or remove rows from each table as needed.

3.1a) Water Outputs
- **Total daily water users -** The estimated <u>total</u> number of daily water users that will be served at the completion of this grant. We recognize that this number may not capture the distinct beneficiaries for this specific grant. This number is intended to capture the daily water users for individual water points within this grant. This should match the Total Daily Water Users column (column U) on the Water Points List. This output is required from all partners.
- **Unique daily water users -** The estimated <u>unique</u> number of daily water users that will be served at the completion of this grant. This number is intended to mitigate against double-counting by removing beneficiaries served by multiple water points within this grant (e.g. both a community and a school water point) and beneficiaries served by water points under past charity: water grants. This should match the number of Unique Daily Water Users (column W) on the Water Points List. If you don't know all of your specific sites at Proposal, this may be the same as the Total Daily Water Users. This output is required from all partners.
- **Water points to be completed -** This is the total number of water points that will be completed by the grant. This output is required from all partners.
- **Sub-water points to be completed -** The number of sub-water points to be completed in this grant. Refer to your RFP for instructions on which outputs should be provided here. If your RFP does not instruct you to provide additional outputs, remove these rows from the table. Examples of sub-water points include household Bio-Sand Filters.
- If implementing Piped Systems, the number of systems in the grant should be added to the table as a sub-water point (the count of "Water points to be completed" in the section above will capture the number of tap stands).
- Add or remove rows from the table as needed.

3.1b) Sanitation Outputs
- Refer to your RFP for instructions on which outputs should be provided here.
- Add or remove rows from the table as needed.
- If your RFP does not instruct you to provide sanitation outputs, remove this table.

3.1c) Hygiene Outputs
- Refer to your RFP for instructions on which outputs should be provided here.
- Add or remove rows from the table as needed.
- If your RFP does not instruct you to provide hygiene outputs, remove this table.

3.1d) Other Outputs
- Refer to your RFP for instructions on which outputs should be provided here.
- Any PPIA outputs being tracked should be included in this table.
- Add or remove rows from the table as needed.
- If your RFP does not instruct you to provide additional outputs, remove this table.

- For each output, provide the following information:
  - A non-numerical general description of the output
  - The proposed number of outputs to be achieved
  - Example:

3.1c) Hygiene Outputs:	
School WASH committees trained	*345 WASH committee trainings* *1,122 teachers and principals trained*

3.2 Water Quality Testing
- For all new and rehabilitated water points included in a grant, charity: water requires verification that water quality meets minimum requirements prior to handing water points over to the community or institution.

3.2a) Water Quality Parameters and Quantities
- Describe your specific plans for conducting water quality testing on water points to be constructed or rehabilitated in the proposed grant.
- You can refer to the information provided in the Program Profile section 2.4 as needed.

3.2b) charity: water Testing Requirements
- Refer to your RFP for instructions on which parameters are required for your program.
- Select YES or NO and <u>delete the other response</u>.

4. PRE- AND POST-IMPLEMENTATION ACTIVITY SUPPORT (*if applicable*)

<u>Refer to the charity: water Request for Proposal (RfP) for this grant cycle to determine if you are eligible for PPIA funding and for further details</u>. Pre and Post Implementation (PPIA) refers to funding for up to 5% (to a maximum of $150,000) of the total grant amount that can be used to provide post-implementation support to communities from your previous charity: water grants or any pre-implementation activities for communities that will be served in future charity: water grants. Examples of post-implementation funding is monitoring of past communities/projects, follow-up trainings for the WUC committee, or rehabilitations of projects previously funded by charity: water. Examples of pre-implementation funding is conducting a needs assessment or pre-triggering a community that will receive a water point in a future grant

4.1 PPIA

4.1a) PPIA Activities and Goals

- This section should serve as an explanation for how you will use PPIA funding in this grant proposal
- Activities should be separated into pre-implementation activities (those that target communities who will be served by charity: water grants in the future such as conducting needs assessments or pre-triggering) and post-implementation activities (those that target projects/communities previously funded by charity: water such as post-implementation monitoring, refresher trainings, rehabilitations of projects previously funded by charity: water.
- If proposing multiple activities, it's recommended that you use subheaders to organize the details in this section by activity.
- Include both a brief overview of the activity and justification for how it helps to achieve your overall program targets and/or improves the sustainability of the program or water points funded by charity: water.
- Any activity included that requires budget support should also be reflected in the in the PPIA section of the Budget template and on the Methodology tab.
- Output tracking for PPIA activities should be included in section 3.1d.

4.1b) PPIA Assessment and Goals Measurement
- It is expected that proposed PPIA activities and pilots are data driven and targeting program indicators that are important to charity: water (charity: water MAP Indicators)
- Complete the table for all PPIA and activities described above, including:
  - The associated budget line(s) in your DETAIL - Budget tab
  - The charity: water MAP Indicator(s) the activity is targeting
  - The method and timeline for assessing the proposed improvement
  - Example:

PPIA Budget Line	charity: water MAP Indicator	Assessment Method and Timeline
Example: *Facilitation of minor maintenance as not covered by a contractor guarantee*	*Example:* *% of constructed water points fully functional on the day of visit*	*Example:* *Record of repairs completed, will be submitted at completion of the 2H 2019 grant*

5. MAP FRAMEWORK

5.1 MAP Framework Component(s) Required

5.1a) MAP Effort(s) in this Grant Cycle
- Refer to your Request for Proposal for the MAP Framework effort to list here.
- The options include: Annual Check-In, Post-Implementation Monitoring (PIM) or N/A

5.2 MAP Framework Implementation Details

5.2a) MAP Data Collection Timeline

- Detail the data collection timeline for the MAP Framework components you are completing for this grant cycle.
- This timeline should include the approximate duration of the data collection (how many days or weeks you anticipate this collection to take) and which months you will collect data.
- For guidance, please refer to the MAP section of the Partner website.
- Please ensure the details in this section match the details you provide for your MAP activities in the Work Plan.
- If you are not required to complete a MAP data collection within this grant, you can respond N/A in this section.

5.2b) MAP Water Quality Testing (for PIM only)
- If you are completing a PIM data collection, you are required to do some effort of Water Quality Testing as part of the MAP Framework requirements.
- If this applies, explain how you will perform and manage the water quality testing effort.
- This should include: who will perform the water quality testing collection and/or testing, what tests you will perform (including the parameters and the tests themselves), and any other relevant details (e.g. sending to a lab instead of testing in the field, etc).
- Please ensure the details in this section match the details you provide for your MAP budget methodology in the budget file.
- If you are not required to complete a MAP data collection within this grant, you can respond N/A in this section.

5.2c) MAP Training (if applicable)
- charity: water will facilitate a remote MAP Framework training for partners conducting a PIM data collection, and those conducting the Annual check-in for the first time.
- If this applies to your program, indicate whether you wish to have a training and what month you prefer.
- Please ensure the details in this section match the details you provide for your MAP activities in the Work Plan.
- If you are not required to complete a MAP data collection within this grant, you can respond N/A in this section.

6. PROGRAM MONITORING & EVALUTION

6.1 Water Point Functionality
charity: water aims for long-term sustainability of our water projects. Our target is that 90% of all charity: water-funded water points are functional for 10 years. charity: water will monitor functionality every 4 years through our MAP Post-Implementation Monitoring (PIM) data collection. *Our measure of functionality will be based on the [MAP indicator](#) for water access: % of constructed water points with water available on the day of the visit.*

6.1a) Water Point Functionality Action Plan
- Describe what actions you will take during this grant to assess water point functionality and then maintain or increase functionality within the charity: water-funded program.

- This may include post-implementation monitoring, rehabilitations of water points previously-funded by charity: water, etc.
- If using PPIA funding for any of these activities, please state this explicitly (though detailed activity information can be provided in the PPIA section above).

6.1b) Water Points Functionality Results
- If your organization is also tracking functionality data (in addition to charity: water PIM data collection), charity: water requests that partners share updated functionality metrics, when available.
- If you do track your own functionality data, please briefly detail your organization's methodology for doing so, including your program's definition of functionality and how frequently your metrics for functionality are updated.
    o It is understood that your definition and measurements of functionality may differ slightly from charity: water's MAP indicator. This is okay, we simply ask you to provide your organization's definition and methodology in your response, to make clear any differences between the two.
- Also provide an indication of if/when updated functionality metrics relevant to the charity: water-funded program will be made available and whether this can be reported at completion of this grant.
- If you do not collect any additional functionality data outside of charity: water's MAP framework, please state that as your response.
- Example:
  Our measure of functionality is defined as whether or not a water point is found to be "fully functional" on the day of the visit (see definition below). We conduct post-implementation monitoring annually on all projects in our program greater than 2 years old. Our next round of monitoring is expected to conclude in November 2019, and will include all charity: water projects from Grant 540 and earlier, as well as projects funded by other donors. The results of this monitoring will be able to be reported to charity: water in the completion report for this grant.

6.2 Other Monitoring and Evaluation Activities

6.2a) Other M&E Activities
- Describe any other Monitoring & Evaluation activities that are planned for this grant period.
- This should only include activities additional to the charity: water MAP Framework requirements described above – do <u>not</u> include charity: water MAP activities.
- If there are no additional M&E activities planned, state that in your response.

6.2b) Additional Proposed Outcomes
- <u>Your charity: water representative will notify you if additional indicator reporting is required in this section</u>.
- If required, in the table, specify which program outcomes you will report on during completion reporting in this grant cycle.
- These are in addition to any charity: water MAP indicators required to be reported for this grant - do <u>not</u> include charity: water MAP indicators here. It is possible that there are no additional indicators to report.

- For each indicator, provide: a clear definition, description of the target sample from which data is collected and analyzed, and your target for the indicator.
- Note that this indicator reporting may be specific to the projects in this grant and/or may relate to projects in previous charity: water grant cycles, depending on the timing of your organization's own monitoring and data collection. This should be made clear in describing your sample.
- Remove the examples in the table and replace them with your own program details.
- Example:

Indicator	Brief Definition & Target Sample	Target Results
% increase in improved latrine coverage	*Change in improved latrine coverage in sanitation marketing target communities, measured from baseline to endline of grant.* *Data will be collected from all target communities within this grant (both baseline and endline), and within last year's grant (endline only, will be compared to baseline collected in these same communities under the previous grant).*	*Improved latrine coverage increases 15% in all sanitation marketing target communities.*

7. RISKS & CHALLENGES

- Complete the **Risks & Challenges** table including:
  - **Risk/Challenge** – In one sentence, state the anticipated risk(s) or challenge(s) to implementation and the completion of the grant.
    - Consider including challenges highlighted in past completion reports, or encountered during current implementation that remain unresolved or require active mitigation measures.
  - **Likelihood** - State the likelihood of each risk affecting the program as either high, medium, or low.
  - **Level of Severity** - State the level of severity of each risk to the program as either high, medium, or low.
  - **Mitigation** – Provide a brief explanation of how you will mitigate each risk.
- Add or remove rows from the table as needed.

8. ADDITIONAL COMMENTS

If you need to communicate something additional that isn't captured in the template, provide any additional comments here.

charity: water
PARTNER ACCESS

PROGRAM PROFILE	PROPOSAL	FIRST QUARTER REPORT	MIDTERM REPORT	THIRD QUARTER REPORT	COMPLETION REPORT

FIRST QUARTER REPORT GUIDANCE

Grant ID:	The charity: water grant ID
Reporting Dates:	The implementation dates you are reporting on in the first quarter report, in the following format: mm/dd/yy - mm/dd/yy. The starting date for the reporting period should always be the grant start date.

1. PROGRAM PROGRESS

1.1 Key Program Outputs To-Date

- The outputs listed in this table should match those in section 3.1 of your approved Proposal Narrative.
- **Water points completed -** Number of water points that have been completed as of this progress report. For the purpose of this report, completed water points and people served are water points that are in use by communities and associated people served. Please note that these can be estimates.
- **People served -** Number of people who have been served by the water points completed as of this progress report.
- If there is no progress to report on a particular output, it should still be listed in the table, but can reflect N/A for progress to-date.

1.2 Changes to Outputs

1.2a) Have there been any changes to the Water Points List since the proposal?
- Select YES or NO and delete the other response.
- If NO, remove the **Affected or Added Water Points** table from the template before submitting your report.
- Minor project data or Water Points List changes should not be included here. Only respond "YES" and provide details in the **Affected or Added Water Points** table for the following types of changes:
  - o Any change in the total number of water points
  - o Any change in technology type
  - o Any change in location type
  - o A decrease in total people to be served by the grant by 20% or more
- Water points affected by the same change should be reported on in aggregate within the same row.
- The table below provides examples of each type of change:

Affected or added water points	Description of change
Example of a change in total water points:	

2 new water points	*We are able to construct 2 more water points than originally proposed. These new water points will be spring protections in communities.*
281.441 - 281.450	*Due to increased demand for household filters in other communities, the total number of communities to be served under this grant will be reduced to 440.*
Example of a change in technology type:	
281.001 - 281.005	*These school water points will now also receive latrines and will be reflected as Water Point & Sanitation inventory in the next report*
All hand-dug wells	*All hand-dug well water points will now be drilled wells*
Example of a change in location type:	
15 community water points	*15 of our proposed community water points have been replaced with 15 school water points.*
Example of a decrease in population served:	
All water points	*Overall people served has decreased from 12,000 at proposal to 8,500 due to lower than anticipated household populations.*

1.3 Changes to Activities

1.3a) Have there been any notable delays to the activities in your proposed Work Plan?
- Select YES or NO and delete the other response.
- If YES, complete the **Delayed Activities** table, including:
  o **Delayed activity -** This is the name of the activity from your Proposal Work Plan.
  o **New target date -** This is the new target completion date for this delayed activity.
  o **How will you get back on track? -** Briefly describe how you will accommodate this delay/adjust your Work Plan to ensure overall grant implementation remains on track.
- If NO, remove the **Delayed Activities** table from the template before submitting your report.

1.3b) Have any activities in your proposed Work Plan been canceled ?
- This refers to activities that will no longer be conducted as part of this grant.
- Select YES or NO and delete the other response.
- If YES, complete the **Cancelled Activities** table, including:
  o **Canceled activity -** This is the name of the activity from your proposal Work Plan.
  o **Reason for cancellation -** Briefly explain why this activity is being canceled from the grant.
- If NO, remove the **Canceled Activities** table from the template before submitting your report.

2. FINANCIAL PROGRESS
charity: water requires partners to closely track underspends, as we would like all funds spent and all underspends reinvested back into the program as early as possible to avoid no-cost extensions.

2.1 Spending & Forecast

- **Amount spent to date -** This is the amount you've spent during the first quarter reporting dates.
- **Forecasted spending until next report -** This is the amount you will spend during the next quarterly reporting period (your midterm reporting dates).

2.2 Changes from Proposal Budget

2.2a) Have there been any major changes that affect the budget assumptions submitted in the final approved grant Proposal?

- Select YES or NO and <u>delete the other response</u>.
- If YES, briefly explain how you will reinvest these savings or additional funds into the program moving forward.

3. ADDITIONAL COMMENTS

If you need to communicate something additional that isn't captured in the template, provide any additional comments here.

IMPORTANT:

If this is your first grant with charity: water, The Budget, Work Plan, and Water Points List <u>are</u> required for your first quarter update.

If this is not your first grant with charity: water, the Budget, Work Plan, and Water Points List are <u>not</u> required for your first quarter update unless requested by your charity: water representative. Depending on the significance of the changes described in section 1.2 and the financial information provided in section 2, you may be asked to provide a Budget and/or Water Points List.

PROGRAM PROFILE	PROPOSAL	FIRST QUARTER REPORT	MIDTERM REPORT	THIRD QUARTER REPORT	COMPLETION REPORT

MIDTERM REPORT GUIDANCE

Grant ID:	The charity: water grant ID
Reporting Dates:	The implementation dates you are reporting on in the midterm report, in the following format: mm/dd/yy - mm/dd/yy. The starting date for the reporting period should always be the grant start date.

1. PROGRAM PROGRESS

1.1 Key Program Outputs

1.1a) Program Outputs To-Date:
- The outputs listed in this table should match those in section 3.1 of your approved Proposal Narrative.
- **Water points completed -** Number of water points that have been completed as of this progress report. For the purpose of this report, completed water points and people served are water points that are in use by communities and associated people served. Please note that these can be estimates.
- **People served -** Number of people who have been served by the water points completed as of this progress report.
- If there is no progress to report on a particular output, it should still be listed in the table, but can reflect N/A for progress to-date.

1.2 Changes to Outputs

1.2a) Have there been any changes to the Water Points List since the last report?
- Select YES or NO and delete the other response.
- If NO, remove the **Affected or Added Water Points** table from the template before submitting your report.
- Minor project data or Water Points List changes should not be included here. Only respond "YES" and provide details in the **Affected or Added Water Points** table for the following types of changes:
  - o Any change in the total number of water points
  - o Any change in technology type
  - o Any change in location type
  - o A decrease in total people to be served by the grant by 20% or more
- Water points affected by the same change should be reported on in aggregate within the same row.
- The table below provides examples of each type of change:

Affected or added water points	Description of change
Example of a change in total water points:	

2 new water points	We are able to construct 2 more water points than originally proposed. These new water points will be spring protections in communities.
281.441 - 281.450	Due to increased demand for household filters in other communities, the total number of communities to be served under this grant will be reduced to 440.
Example of a change in technology type:	
281.001 - 281.005	These school water points will now also receive latrines and will be reflected as Water Point & Sanitation inventory in the next report
All hand-dug wells	All hand-dug well water points will now be drilled wells
Example of a change in location type:	
15 community water points	15 of our proposed community water points have been replaced with 15 school water points.
Example of a decrease in population served:	
All water points	Overall people served has decreased from 12,000 at proposal to 8,500 due to lower than anticipated household populations.

1.3 Changes to Activities

1.3a) Have there been any notable delays to the activities in your proposed Work Plan?
- Select YES or NO and delete the other response.
- If YES, complete the **Delayed Activities** table, including:
  o **Delayed activity -** This is the name of the activity from your Proposal Work Plan.
  o **How will you get back on track? -** Briefly describe how you will accommodate this delay/adjust your Work Plan to ensure overall grant implementation remains on track
- If NO, remove the **Delayed Activities** table from the template before submitting your report.

1.3b) Have any activities in your proposed Work Plan been canceled?
- This refers to activities that will no longer be conducted as part of this grant.
- Select YES or NO and delete the other response.
- If YES, complete the **Cancelled Activities** table, including:
  o **Canceled activity -** This is the name of the activity from your proposal Work Plan.
  o **Reason for cancellation -** Briefly explain why this activity is being canceled from the grant.
- If NO, remove the **Cancelled Activities** table from the template before submitting your report.

1.3c) Is there a risk that the program will not end on time as per the grant agreement?
- Select YES or NO and delete the other response.
- If YES, briefly detail the reasons for this delay and any measures you are taking to get the grant back on track.

2. FINANCIAL PROGRESS

charity: water requires partners to closely track underspends, as we would like all funds spent and all underspends reinvested back into the program as early as possible to avoid no-cost extensions.

2.1 Changes from Proposal Budget

2.1a) Have there been any major changes that affect the budget assumptions submitted in the final approved grant Proposal?

- Select YES or NO and <u>delete the other response</u>.
- If YES, briefly explain how you will reinvest these savings or additional funds into the program moving forward.

3. PARTNER-PROVIDED CONTENT

- charity: water uses partner-provided and approved photos and videos from the field in both our internal and external reporting, including e-mails to our donors and on social media channels. Examples of content we find impactful includes:
  - Depiction of "first time" water flow, for example:
    - A borehole being flushed
    - A community member turning on a newly completed tap stand
  - Community members engaging in program activities, for example:
    - Construction of projects such as water filters
    - Trained village pump mechanics performing repairs on a project
  - Any other implementation activities your team would be excited to share!
- Provide a minimum of one high resolution photo or video that shows an aspect of your program being implemented within this grant.
  - Photos and videos do no need to contain water point beneficiaries, though we do recommend they contain at least one person, either partner staff or community member(s) Action shots that show implementation underway or your team at work are great!
  - For videos shot on a mobile phone, please shoot horizontally.
  - If a photo contains fewer than 5 individuals or has a main subject, please provide the first name of any person over 18 years of age if consent has been obtained to do so, or note that it was requested that names not be shared. If photos are of a group larger than 5 individuals names will not be necessary. For videos, please provide the name of the main subject(s) only.
  - Upload these photo(s) or video(s) as a separate file in Fluxx alongside your Narrative and Budget files, or determine with your charity: water program representative an alternate means of submission. Do not copy and paste photos directly into the Narrative document as this often lowers the photo quality.
  - If you are submitting more than one photo or video, you may zip them all into the same file so long as the file names are clearly designated.
- Provide information on the activity depicted by completing the Partner-provided Content table in the template.

- **Description of activity** - For each photo or video you present, we want to get a glimpse into implementation of activities within this grant. Please give a clear description of what we are seeing in the photo or video (ex. a borehole being flushed for the first time, community members being trained on proper hygiene practices).
- **Community** (if known) - Name of the community where the content was collected, if it is possible to provide this. If activities shown are not based in a specific community you may leave this field blank.
- **File name** - If multiple photos or videos are provided, this will help to ensure that we have matched the correct photo or video to the information in the Partner-provided Content table.
- **First names of individuals** (up to 5) - Unless it is noted that the subject(s) preferred their name not be shared, please include the first names of up to five individuals over 18 years of age in the photo or video.
  - If there are 5 or fewer individuals, please provide the first names of each person included.
  - If a photo or video is of a group but has a main subject (ex. a member of your team leading a training in a community) you only need to provide the first name of the main subject.
  - If a photo is of a group of more than 5 (ex. 10 members of your team drilling a project) please note the group (ex. a drilling team).
  - If a subject has declined to provide their first name please note that.
- **Informed consent** - Please indicate whether informed consent was obtained by selecting either YES or NO and deleting the other option. If the subject or subjects is under 18, this consent should be given by a parent, guardian, or caretaker.
  - For the content collected as part of this report, charity: water will not share surnames, the first names of individuals under 18 years of age, or first names and community name in the same story or post in accordance with our privacy policies. If you have any questions regarding this please reach out to your charity: water program representative.
- Copy / paste the table if more than one photo or video is provided.

4. ADDITIONAL COMMENTS

If you need to communicate something additional that isn't captured in the template, provide any additional comments in this section.

IMPORTANT: The Budget, Work Plan, and Water Points List should reconcile with the information you've presented in the Narrative. Please double-check them against one another before submitting.

PROGRAM PROFILE	PROPOSAL	FIRST QUARTER REPORT	MIDTERM REPORT	THIRD QUARTER REPORT	COMPLETION REPORT

THIRD QUARTER REPORT GUIDANCE

Grant ID:	The charity: water grant ID
Reporting Dates:	The implementation dates you are reporting on in the third quarter report, in the following format: mm/dd/yy - mm/dd/yy. The starting date for the reporting period should always be the grant start date.

1. PROGRAM PROGRESS

1.1 Key Program Outputs

1.1a) Program Outputs To-Date

- The outputs listed in this table should match those in section 3.1 of your approved Proposal Narrative.
- **Water points completed -** Number of water points that have been completed as of this progress report. For the purpose of this report, completed water points and people served are water points that are in use by communities and associated people served. Please note that these can be estimates.
- **People served -** Number of people who have been served by the water points completed as of this progress report.
- If there is no progress to report on a particular output, it should still be listed in the table, but can reflect N/A for progress to-date.

1.2 Changes to Outputs

1.2a) Have there been any changes to the Water Points List since the last report?
- Select YES or NO and <u>delete the other response</u>.
- If NO, remove the **Affected or Added Water Points** table from the template before submitting your report.
- Minor project data or Water Points List changes should <u>not</u> be included here. Only respond "YES" and provide details in them **Affected or Added Water Points** table for the following types of changes:
  o Any change in the <u>total</u> number of water points
  o Any change in technology type
  o Any change in location type
  o A decrease in total people to be served by the grant by 20% or more
- Water points affected by the same change should be reported on in aggregate within the same row.
- The table below provides examples of each type of change:

Affected or added water points	Description of change

Example of change in total water points:	
2 new water points	*We are able to construct 2 more water points than originally proposed. These new water points will be spring protections in communities.*
281.441 - 281.450	*Due to increased demand for household filters in other communities, the total number of communities to be served under this grant will be reduced to 440.*
Example of change in technology type:	
281.001 - 281.005	*These school water points will now also receive latrines and will be reflected as Water Point & Sanitation inventory in the next report*
All hand-dug wells	*All hand-dug well water points will now be drilled wells*
Example of change in location type:	
15 community water points	*15 of our proposed community water points have been replaced with 15 school water points.*
Example of decrease in population served:	
All water points	*Overall people served has decreased from 12,000 at proposal to 8,500 due to lower than anticipated household populations.*

1.3 Changes to Activities

1.3a) Have there been any notable to the activities in your proposed Work Plan
- Select YES or NO and delete the other response.
- If YES, complete the **Delayed Activities** table, including:
  - o **Delayed activity -** This is the name of the activity from your proposal Work Plan.
  - o **How will you get back on track? -** Briefly describe how you will accommodate. this delay/adjust your Work Plan to ensure overall grant implementation remains on track.
- If NO, remove the **Delayed Activities** table from the template before submitting your report.
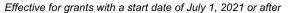
1.3b) Have any activities in your proposed Work Plan been canceled ?
- This refers to activities that will no longer be conducted as part of this grant.
- Select YES or NO and delete the other response.
- If YES, complete the **Cancelled Activities** table, including:
  - o **Canceled activity -** This is the name of the activity from your Proposal Work Plan.
  - o **Reason for cancellation -** Briefly explain why this activity is being canceled from the grant.
- If NO, remove the **Cancelled Activities** table from the template before submitting your report.

1.3c) Is there a risk that the program will not end on time as per the grant agreement?
- Select YES or NO and delete the other response.

● If YES, briefly detail the reasons for this delay and any measures you are taking to get the grant back on track.

2. FINANCIAL PROGRESS

charity: water requires partners to closely track underspends, as we would like all funds spent and all underspends reinvested back into the program as early as possible to avoid no-cost extensions.

2.1 Changes from Proposal Budget

2.1a) Have there been any major changes that affect the budget assumptions submitted in the final approved grant Proposal?

● Select YES or NO and <u>delete the other response</u>.
● If YES, briefly explain how you will reinvest these savings or additional funds into the program moving forward.

3. ADDITIONAL COMMENTS

If you need to communicate something additional that isn't captured in the template, provide any additional comments here.

IMPORTANT: The Budget, Work Plan, and Water Points List should reconcile with the information you've presented in the Narrative. Please double-check them against one another before submitting.

PROGRAM PROFILE	PROPOSAL	FIRST QUARTER REPORT	MIDTERM REPORT	THIRD QUARTER REPORT	**COMPLETION REPORT**

COMPLETION REPORT GUIDANCE

Grant ID:	The charity: water grant ID
Grant Dates:	The full grant period dates, accounting for any extensions, in the following format: mm/dd/yy - mm/dd/yy, including reporting.

1. PROGRAM OUTPUTS

1.1 Status of Outputs
- If there were formally amended changes or updates during the grant period through a Grant Amendment, respond to this question based on the amended outputs.
- Select YES or NO and <u>delete the other response</u>.
- If NO, explain why.

1.2 Completed Outputs
- Complete tables 1.2a-1.2d for all completed outputs of the grant. These outputs should be the same as those provided in *Section 5. Program Outputs* in your Proposal Narrative, unless the grant was formally amended through a Grant Amendment
  - If the grant outputs were amended, use the amended outputs instead.
- For each output, provide the following information:
  - **Proposed -** These numbers should match the numbers from your Proposal Narrative unless the grant was formally amended through a Grant Amendment. If the grant outputs were amended, use the amended output values instead.
  - **Completed -** These numbers should represent the actual achievements of the grant and should match the numbers presented in your completion Budget and Water Points List. Please confirm the accuracy of these output numbers before submitting.
  - **Reason for change -** If the difference between your proposed number of outputs and completed number of outputs is +/- 20%, briefly explain the reason for this variation.
- Include units and add or remove rows from each table as needed.

1.2a) Water Outputs
- **Total daily water users -** The <u>total</u> number of daily water users served at the completion of this grant. We recognize that this number may not capture the distinct beneficiaries for this specific grant. This number is intended to capture the daily water users for individual water points within this grant. This should match the Total Daily Water Users column (column U) on the Water Points List. This output is required from all partners.

- **Unique daily water users -** The <u>unique</u> number of daily water users served at the completion of this grant. This number is intended to mitigate against double-counting by removing beneficiaries served by multiple water points within this grant (e.g. both a community and a school water point) and beneficiaries served by water points under past charity: water grants. This should match the number of Unique Daily Water Users (column W) on the Water Points List. This output is required from all partners.
- **Water points completed -** This is the total number of water points completed by the grant. This output is required from all partners.
- **Sub-water points to be completed -** The number of sub-water points completed in this grant. Refer to your RFP for instructions on which outputs should be provided here. If your RFP does not instruct you to provide additional outputs, remove these rows from the table. These outputs should be the same as those provided in your Proposal Narrative.

1.2b) Sanitation Outputs
- Refer to your RFP for instructions on which outputs should be provided here.
- If your RFP does not instruct you to provide sanitation outputs, remove this table.
- These outputs should be the same as those provided in your Proposal Narrative.

1.2c) Hygiene Outputs
- Refer to your RFP for instructions on which outputs should be provided here.
- If your RFP does not instruct you to provide hygiene outputs, remove this table.
- These outputs should be the same as those provided in your Proposal Narrative.

1.2d) Other Outputs
- Refer to your RFP for instructions on which outputs should be provided here.
- If your RFP does not instruct you to provide additional outputs, remove this table.
- These outputs should be the same as those provided in your Proposal Narrative.

1.3 Water Quality Results
- For all new and rehabilitated water points included in this grant, charity: water requires verification that water quality meets minimum requirements prior to handing water points over to the community or institution. Complete tables 1.3a-1.3b for verification.

1.3a) Quantity of Water Points Tested
- **Water Point Type -** The type of water points implemented in the grant (these should correspond to the inventory types used on in your Water Points List (e.g. Well with Handpump, Piped System, Rainwater Harvesting, etc.).
- **Quantity of completed water points** – This is number of water points of each inventory type that were completed within the grant.
- **Quantity of samples tested for water quality** – This is the quantity of samples tested for water quality per inventory type.
- **Explanation for quantity tested** – Provide an explanation for the number of samples tested. For example, in a Piped System, you might only test at the reservoir level and apply these results to all tap stands in the system.

- For example:

Water Point Type	Quantity of completed water points	Quantity of samples tested for water quality	Explanation for quantity tested
Well with Hand Pump	*122*	*122*	*100% of wells with hand pumps were tested.*
Piped System Tap Stand	*52*	*5*	*These 52 tap stands are part of 5 systems. Each system has one storage tank, for a total of 5 storage tanks. The water was tested from each of the 5 storage tanks.*

1.3b) Parameters
- **Parameter Tested –**
  - o **Fecal Indicator Bacteria** – Specify E. coli, thermotolerant coliform, fecal coliform, or other
  - o **Fluoride** – Leave this row in the table for reference, even if not tested, and put N/A in other cells
  - o **Arsenic –** Leave this row in the table for reference, even if not tested, and put N/A in other cells
- **charity: water maximum limit value** – charity: water values have already been provided in this column. Do not edit.
- **Were all results within the limit value for this parameter? -** Select YES or NO and <u>delete the other response</u>.
- **If NO, how many samples were outside the limit values?** – If NO (all results were not within limit values), indicate quantity of samples that were outside of the limit values. Provide the number, not the percentage.
- **If NO, what was the range of sample results outside the limit values?** – If NO (all samples were not within limit values), indicate how far outside the limit values samples were. Provide this as a range – lowest to highest values.
- Example:

Parameter Tested	charity: water maximum limit value (including units)	Were all results within the limit value for this parameter?	If NO, how many samples were outside the limit values?	If NO, what was the range of sample results that were outside of the limit values?
Fecal indicator Bacteria (specify: *E.coli,* thermotolerant coliform, fecal coliform, or other)	**10 CFU/100 mL** (or MPN/100 mL)	NO	2	15 – 45 CFU/100 mL
Fluoride (if required per the grant RFP)	**1.5 ppm (mg/L)**	N/A	N/A	N/A

	(if the National Standard Value differs, change this value here)			
Arsenic (if required per the grant RFP)	**10 ppb (µg/L)** *(if the National Standard Value differs, change this value here)*	N/A	N/A	N/A

1.3c) Actions Taken
- For each row in the Parameters table above indicating that some samples fell outside the limit values, explain any steps taken as a result.

2. MAP FRAMEWORK

2.1 MAP Annual Check-in Requirement
- Select YES or NO and <u>delete the other response</u>.
- If yes, complete Annual Check-in sections a-h.
- If no, remove the Annual Check-in sections a-h from the template.

2.2 MAP Post-Implementation Monitoring Requirement
- Select YES or NO and <u>delete the other response</u>.
- If yes, complete PIM sections a-e.
- If no, remove the PIM sections a-e from the template.

3. PROGRAM MONITORING & EVALUATION

3.1 Water Point Functionality
charity: water aims for long-term sustainability of our water projects. Our target is that 90% of all charity: water funded water points are functional for 10 years. charity: water will monitor functionality every 4 years through our MAP Post-Implementation Monitoring (PIM) data collection. Our measure of functionality will be based on the MAP indicator for water access: % of constructed water points with water available on the day of the visit.

3.1a) Water Point Functionality Actions Taken
- Describe what actions you took during this grant to assess water point functionality, and to either maintain or increase water point functionality within the charity: water funded program.
- This may include post-implementation monitoring, rehabilitations of water points previously-funded by charity: water, etc.

3.1b) Water Point Functionality Results
- If your organization is also tracking functionality data (in addition to charity: water PIM data collection), charity: water requests that partners share updated functionality metrics, when available.

- If you do track your own functionality data, please provide your most recent estimate of water point functionality within the charity: water-funded program.
- Include details on how your program defines functionality, the methodology for calculating this number, the date the data was collected, and any other relevant context.
  - It is understood that your definition and measurements of functionality may differ slightly from charity: water's MAP indicator. This is okay, we simply ask you to provide your organization's definition and methodology in your response, to make clear any differences between the two.
- If you do not collect any additional functionality data outside of charity: water's MAP framework, please state that as your response.
- Example:

  Our measure of functionality is defined as whether or not a water point is found to be "fully functional" on the day of the visit (see definition below). Per our program's annual post implementation monitoring, which concluded in November 2019, 77% of all projects were found to be "fully functional." An additional 15%were found to be "partially functional." Data was collected from all projects in our program greater than 2 years old. This includes all charity: water projects from Grant 540 and earlier, as well as projects funded by other donors.

3.2 Other Monitoring and Evaluation Activities

3.2a) Additional Program Outcomes
- This relates to the indicators in section 6.2b of the Proposal Narrative.
- Transfer the indicators from the Proposal Narrative table to the completion report.
- For each indicator, provide: a clear definition, description of the sample from which data was collected and analyzed, your proposed target for the indicator, and your actual results.
- Reminder that this indicator reporting may be specific to the projects in this grant and/or may relate to projects in previous charity: water grant cycles, depending on the timing of your organization's own monitoring and data collection. This should be made clear in describing your sample.
- It is also possible that there are no additional indicators to report in this table.
- Remove the examples in the table and replace them with your own program details.
- Example:

Indicator	Brief Definition & Sample Details	Target Results	Actual Results
Example: *% increase in improved latrine coverage*	*Change in improved latrine coverage in sanitation marketing target communities, measured from baseline to endline of grant.* *Data was collected from all target communities within this grant (both baseline and endline), and within last year's grant (endline only, compared*	*Improved latrine coverage increases 15% in all sanitation marketing target communities.*	*Improved latrine coverage increased 18% in all sanitation marketing target communities.*

	to baseline collected in these same communities under the previous grant)		

3.1b) Acting on Results
- Describe any action taken or planned as a result of the outcomes results described in 3.2a.
- Where possible, highlight how these will be relevant to future charity: water funding.

3.3 Future Project Monitoring Details
- Briefly fill in the **Project Monitoring** table with the following details:
  - **Water technology** - List the technology or technologies here .
  - **Location type -** List the location type or types- community, school, or clinic - here.
  - For the listed technology types, answer the following questions:
    - *For how long will water points be monitored post-implementation?*
    - *Who will conduct the monitoring (you, the government, etc.)?*
    - *With what frequency?*
    - *If the following issues were found during post-implementation monitoring, describe how each would be resolved after the completion of the water point: repairs to infrastructure, water quality, software/training issues (e.g. water committee re-trainings).*
  - If monitoring strategies differ greatly between technologies or location types, you can copy and paste the table as often as needed.

4. PROGRAM CHALLENGES

4.1 Challenges
- For each challenge experienced during the grant, briefly fill in the **Challenges** table:
- Number each challenge sequentially.
  - **Statement of the challenge -** One sentence stating the challenge faced
  - **Background summary -** Brief summary description of the challenging situation
  - **Explanation of remediation -** Brief explanation of how this challenge was remediated in the current grant
- Challenges may be political, social, environmental and/or implementation-based.
- Example:

4.1	Challenges	
#1	**Statement of the challenge:**	*GI pipes were hyper-corroding soon after implementation*
Background summary		*E.g. - It was found that GI pipes for the India Mark II pump were hyper-corroding in as a little as six months after implementation.*

Explanation of remediation	*E.g. - After further research, it was found that groundwater with a pH of 6.5 or lower is hyper-corrosive to GI pipes. The remediation for this is using the pH data to determine which types of pipes to use. Depending on the depth of the borehole, PVC or Stainless Steel pipes are used in order to prevent hyper-corrosion and frequent breakdown.*

5. LEARNINGS

5.1 Program Learnings & Key Implementation Takeaways

5.1a) Program Learnings
- For each learning identified during the grant, briefly fill in the **Program Learnings** table:
  - **Lesson -** One sentence stating the lesson learned
  - **How to mitigate or address in the future -** Brief explanation of how this lesson will be applied to the program moving forward
- Add or remove rows from the table as needed.

5.1b) Sector Learnings
- For each learning identified during the grant, briefly fill in the **Sector-wide Learnings** table:
  - **Lesson -** One sentence stating the lesson learned
  - **How will this be shared with the sector? -** Brief explanation of how this lesson will be shared with the WASH sector
- Add or remove rows from the table as needed.

6. IMPACT STORIES
- charity: water uses partner-provided and approved case studies and stories from the field in both our internal and external reporting, including e-mails to our donors and on social media channels. Stories that we find particularly impactful include:
  - Stories of significant change, particularly showcasing the impact of clean water on time, income, education, health or opportunity
  - Stories that quantify our work, for example:
    - A clinic that saw a reduction in diarrheal diseases from X to Y after the community received a water point
    - A student that missed X number of school days last year, but has perfect attendance now that the community has clean water
    - A household that used to spend $X to purchase water, but is able to invest that money in something else now that they have a water point
  - Stories with unique circumstances, for example:
    - An all-female water committee
    - A 15-year old water committee president
- Provide a minimum of one story per grant by completing the **Case Study** table in the template:
  - **Name of main subject -** This will usually be a person, but it could also be a group (e.g. a WASHCo, a drilling team, etc.).

- o **Occupation -** If your story focuses on an individual, provide their occupation.
- o **Description of family -** If your story focuses on an individual, provide details about their family.
    - ▪ Are they married?
    - ▪ Do they have kids? Sons/daughters? What age are they?
    - ▪ Who lives in their household?
- o **Community** - Name of the community where the story subject lives or where the story is based
- o **Water Point ID of water point -** Provide the Water Point ID for water point associated with this subject/story, if applicable.
- o **When was water point completed? -** Provide the month and year in which the water point associated with this subject/story was completed, if applicable.
- o **Case study/story details -** With each story you present, we want to understand the impact of the project on the lives of beneficiaries. Each story will be different, but some tips for getting the right information include:
    - ▪ Details matter most: name, location, exact lengths of time, exact costs, cost savings, income, etc.
    - ▪ Context matters second-most: If you tell us a family was able to save $50 last year as a result of their water point, what does that equate to - 3-months of income? School fees for 2 kids? etc.
    - ▪ If possible, we appreciate the including of a quote as part of the story.
- o **Informed Consent –** please indicate whether informed consent was obtained by selecting either YES or NO and deleting the other option. If the subject or subjects is under 18, this consent should be given by a parent, guardian or caretaker.
- ● Provide 1-4 high-resolution photos that represent the story. These photos can be portraits, action shots, context shots, group photos of community members or families, etc. Please be sure to submit at least one photo of the subject of the story
- ● Copy/paste the table to provide more than one story.
    - o If you provide more than one story, number them sequentially.
    - o If possible, please include photos.

7. ADDITIONAL COMMENTS
If you need to communicate something additional that isn't captured in the template, provide any additional comments here.

IMPORTANT: The Budget, Work Plan, and Water Points List should reconcile with the information you've presented in the Narrative. Please double-check them against one another before submitting.