

**FAR Fund
Work Plan and Monitoring Matrix**

Organization:
Date of Report:

Work Plan

\Monitoring Report

Project objective	Activities planned	Expected date of completion	Anticipated results	Accomplishments to date	Reasons for differences or other comments

Monitoring Report FAR Fund

The FAR Fund requires each grantee to submit two Monitoring Reports a year on the progress of projects supported by the Fund. The reports are to be submitted after six months and at the end of the grant year. These status reports are to be based on a Work Plan submitted with the project proposal. A format for the Work Plan/Monitoring Report is attached.

Please include a narrative report to amplify any of the issues raised in the Work Plan/Monitoring report. The narrative should describe the plans for the project beyond the grant period.

The final report should contain an expense report on the use of these funds.

Agency

Grant Period

Grant Amount

Title of Project

Is this a Mid-Term Report _____ Final Report _____

Date the report is submitted

1. List the most important **achievements** of the project:

1.

2.

3.

4.

2. List the most important **problems or short-comings** of the project. Include what you have done or will do to address these challenges.

1.

2.

3.

4.

3a. What percent of the project budget was **projected to be** funded by the FAR Fund _____ %

b. What percent of the project budget was **actually** funded by the FAR Fund _____ %

c. Other funds raised for the project's use during the grant period

From whom	Amount	Purpose
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d. Please specify if other funds were raised for the project for the period after the grant ends

From whom	Amount	Purpose
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4. Identify reports, videos, publications, or conferences that came out of the project

5. Identify media coverage of the project

6. Additional comments: