

WATER POINTS LIST

The objective of the Water Points List is to provide information regarding individual water points throughout the implementation timeline. charity: water defines a water point (also referred to as a “project” or as “inventory”) as the point where people access water year-round.

We require water point data at the following phases of the grant process.

- Proposal
- Midterm Report (6-months)
- Completion Report (13-months)

At proposal, we use this data to provide information on specific projects that our donors can fund. During grant implementation, we use this data to monitor changes that impact the program or our donors. At completion, we compare this data to your photos and GPS coordinates to verify each project and report back to our donors. Please ensure the data is accurate, consistent with previous grants if applicable, and in line with the guidance below.

NEW

Changes to Water Points

Additional Water Points

If additional water points are constructed during the grant, these should be added to the Water Points List in the next Progress Report and highlighted in yellow. Assign this project the next Project Number in sequence, and be sure not to duplicate or skip any.

Inventory Type Changes

Throughout the grant, charity: water expects partners to communicate any changes to proposed inventory types before the change is implemented. This includes changes to overall inventory types, new/rehabilitation distinction, source details, hardware details, or overall change in the appearance or function of the project since proposal.

If approved, any inventory type changes should be reflected in the next Progress Report submitted to charity: water. In the Narrative, note the change in the corresponding section. On the Water Points List, highlight the revised cells in yellow and provide an explanation in Column AC.

Completing the Water Points List

When you open the budget template, a prompt will appear – **click “Enable Macros”**. Navigate to the Water Points List tab of the template. Then, depending on the phase of the grant you’re in, click on the button next to “Proposal”, “Midterm”, or “Completion” as depicted below. Only the columns required at that stage will appear. You may unhide and complete any additional columns that you wish to provide data for at proposal or midterm that may not be required at that time.

CLICK BUTTONS		GRANT ID: [INSERT HERE]										
<input type="radio"/>	Proposal											
<input type="radio"/>	Midterm	✓	✓									
<input checked="" type="radio"/>	Completion	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PROJECT #	CHARITY: WATER GRANT NUMBER	CHARITY: WATER PLACU	PARTNER WATER POINT ID	(ADMINISTRATIVE 1)	(ADMINISTRATIVE UNIT 2)	(ADMINISTRATIVE UNIT 3)	(ADMINISTRATIVE UNIT 4)	(ADMINISTRATIVE UNIT 5)	WATER SYSTEM N4	COMMUNITY NAME		

IMPORTANT: Please see the checkmarks in rows 4-6 of the Water Points List tab for columns that must be filled at Proposal, Midterm, and Completion

Note: Columns which are highlighted green contain drop-down menus. Please select an option from this menu. Do not modify these lists or remove these drop-downs. If drop-downs are not visible, ensure that

you selected “Enable Macros” from the prompt when opening the Excel file. If you continue to have difficulty viewing dropdowns, reach out to the charity: water team.

UPDATED**COLUMN A - Project #**

- Number the list of unique water points starting from 1, without duplicating or skipping any numbers.
- Ensure that the total number of water points included in this list matches what is reported in the accompanying narrative and budget reports.
- You have the flexibility to assign Project #s to water points as you wish, such as the order in which you complete them or grouped geographically.
- In the event that you need to replace a Project #:
 - When you’re unable to complete the water point at the proposed site due to extenuating circumstances such as water table issues, natural disasters, seasonality, etc., assign the Project # to the replacement water point. Do not create a new Project # for the replacement water point in this case.
 - You will then assign the replacement water point’s data and photos to that Project #.

COLUMN B - charity: water Grant ID Number

- Provide the Grant ID Number assigned to this grant; e.g. for Grant 190, enter 190.

COLUMN C - charity: water Plaque ID

- This column will autofill with a pre-programmed formula, and should display as “[Grant ID Number]-[Project #]”; e.g. 190-1.
- This is the number that identifies each project, and must be included on each plaque, except in the case of certain household-level interventions.

COLUMN D - Partner Water Point ID

- If applicable, provide your organization’s internal water point ID code or the Government ID code used to track the water point. This column is for your own internal tracking, so use it however it is most useful to you.
- If none exists, leave blank.

COLUMN E - (Administrative Unit 1)

- Rename this column header by the first (largest) administrative unit type in the country – e.g. the Region, State, or Province.
- Fill in the associated Administrative Unit 1 for all water points. This information will help charity: water verify proposed water points against the accompanying proposal narrative and proposal budget.

COLUMN F - (Administrative Unit 2)

- Rename this column header by the second administrative unit type in the country – e.g. the District or Department.
- Fill in the associated Administrative Unit 2 for other for all water points. This information will help charity: water verify proposed water points against the accompanying proposal narrative and proposal budget.

COLUMN G - (Administrative Unit 3)

- Rename this column header by the third administrative unit type in the country
- Fill in the associated Administrative Unit 3 for all water points. This information will help us verify proposed water points against the accompanying proposal narrative and proposal budget.

COLUMN H - (Administrative Unit 4)

- Rename this column header by the fourth administrative unit type in the country

- Fill in the associated Administrative Unit 4 for all water points. This information will help us verify proposed water points against the accompanying proposal narrative and proposal budget.
- If not applicable, leave blank.

COLUMN I - (Administrative Unit 5)

- If applicable, rename this column header by the fifth administrative unit type in the country.
- It's possible that the administrative units in the proposed country will not have as many as five levels - if not applicable, leave blank.

UPDATED

COLUMN J - Water System Name (if applicable)

- Applicable if the water point is part of a piped water system with more than one water point connected by hardware. This should be the name by which the system is referred to. If the systems do not receive names at proposal, they may instead be numbered "System 1, System 2..."
 - This should make clear the number of distinct systems being funded by the grant and the tap stands associated with each system. Keep in mind that each row signifies one tap stand, not one faucet.
 - Please note that charity: water defines a "System" as a group of water points connected via pipelines. "System" in this case does *not* refer to a management group or a community.
- If project is not part of a piped system, please fill with NA

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COLUMN K - Community Name

- Fill in the community name for this project.
- This should be the same exact spelling for all water points within a single community, including schools or clinics, and should *not* include numbers unless they are a part of the official community name.
 - Note: For schools and health centers/clinics, this should be the name of the community the institution is located in, not the name of the school or health center/clinic.

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COLUMN L - Location Type

- This field should reflect the actual **location and users** of a water point, not the management.
 - For example, if a piped system which is managed by a community has one tap stand at a school, Location Type should be "School" for that tap stand and "Community" for the rest.
- Note this column includes a drop-down with the following options:
 - Community
 - School
 - Health Center/Clinic

UPDATED

COLUMN M - Water Point Name

- For community and household water points, please provide a *unique* Water Point Name for each line on the water points list. This may be the same as or different from the community name, as long as they are unique in the Water Point Name column.
 - (i.e. the community May Ayni received 3 water points: "May Ayni 1", "May Ayni 2", "May Ayni 3")
- For School and Health Center/Clinic water points, please provide the name of the institution (including "School" or "Health Center", etc) for all water points in that institution. Note that if there are multiple water points in the same institution, they should all have the same Water Point Name.
 - (i.e. the school May Ayni received 3 water points: "May Ayni School" for all 3).

COLUMN N - New or Rehabilitation?

- Identify whether the water point to be implemented is newly constructed or if it is an existing water point that will be rehabilitated. Within a piped system, if the water point is an extension on an existing system, the water point should still be considered new.
- Note this column includes a drop-down with the following options:
 - New
 - Rehabilitation
 - Rehabilitations do not include projects that need minor maintenance or charity: water's own projects.

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COLUMN O - Water Inventory Type

- Provide the type of inventory to be implemented for each water point.
- Note this column includes a drop-down with the following options. Please do not modify this list or include inventory aside from one of the 6 options listed below.
 - Well With Handpump
 - Spring Protection
 - Piped System
 - Note: Each row ("water point") on the Water Points List represents one tap stand within a Piped System, regardless of the number of faucets.
 - Rainwater Harvesting
 - Note: In order for Rainwater Harvesting to be counted as a standalone project, it must provide year-round drinking water supply. If it is a supplementary or secondary water source, or used for hygiene/sanitation purposes, it should be bundled with a primary water point and noted in the Further Explanation field (Column AC).
 - Water Filter(s)
 - Water Point and Sanitation
 - Note: This inventory represents a package of one water point with a piece of sanitation infrastructure.

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COLUMN P – Source Detail

- This column should provide more information on the source for the inventory selected in Column O.
- **IMPORTANT:** This column includes a drop-down with the following options. Please do not modify this list or include inventory source details aside from one of the options listed below for the selected inventory. If your source detail does not match those in the drop-down, please reach out to your Water Programs Manager for approval before it is implemented.
 - If the Inventory Type is Well With Handpump, Source Detail may be:
 - Shallow Borehole
 - Deep Borehole
 - Hand Dug Well
 - If the Inventory Type is Spring Protection, Source Detail may be:
 - Spring
 - If the Inventory Type is Piped System, Source Detail may be:
 - Spring To Gravity Flow
 - Spring To Motorized Pump
 - Spring To Solar Pump
 - Deep Borehole To Solar Powered Pump
 - Deep Borehole To Motorized Pump

- Shallow Borehole to Solar Powered Pump
- Shallow Borehole to Motorized Pump
- Dug Well to Solar Powered Pump
- Dug Well to Motorized Pump
- Treated Surface Water To Gravity Flow
- Treated Surface Water To Motorized Pump
- Treated Surface Water To Solar Powered Pump
- If the Inventory Type is Rainwater Harvesting, Source Detail may be:
 - Rainwater
- If the Inventory Type is Water Filter(s), Source Detail may be:
 - N/A
- If the Inventory Type is Water Point and Sanitation, Source Detail may be:
 - Well With Handpump - Shallow Borehole
 - Well With Handpump - Deep Borehole
 - Well With Handpump - Hand Dug Well
 - Spring Protection- Spring
 - Piped System - Spring To Gravity Flow
 - Piped System - Spring To Motorized Pump
 - Piped System - Spring To Solar Pump
 - Piped System - Deep Borehole To Solar Powered Pump
 - Piped System - Deep Borehole To Motorized Pump
 - Piped System - Shallow Borehole To Solar Powered Pump
 - Piped System - Shallow Borehole To Motorized Pump
 - Piped System - Dug Well To Solar Powered Pump
 - Piped System - Dug Well To Motorized Pump
 - Piped System - Treated Surface Water To Gravity Flow
 - Piped System - Treated Surface Water To Motorized Pump
 - Piped System - Treated Surface Water To Solar Powered Pump
 - Rainwater Harvesting- Rainwater
 - Water Filter(s) - N/A

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COLUMN Q – Hardware Detail

- This column should provide more information on the hardware for the inventory selected in Column O.
- **IMPORTANT:** This column includes a drop-down with the following options. Please do not modify this list or include inventory hardware details aside from one of the options listed below for the selected inventory. If your hardware detail does not match those in the drop-down, please reach out to your Water Programs Manager for approval before it is implemented.
 - If the Inventory Type is Well With Handpump, Hardware Detail may be:
 - Afridev Pump
 - India Mark II Pump
 - India Mark III Pump
 - PHE 6 Pump
 - U3 Pump
 - Vergnet Pump
 - Bush Pump
 - Other- Please add information in notes
 - If the Inventory Type is Spring Protection, Hardware Detail may be:

- Spring Box
- If the Inventory Type is Piped System, Hardware Detail may be:
 - Community Tap Stand(s)
 - A tap stand that is shared with multiple households, where one or more daily water users access water beyond their premises (dwelling, plot or yard) or have a collection time greater than zero minutes.
 - Every school or health center tap stand, even if the water point is indoors, is considered a community tap stand.
 - On-Plot Tap Stand(s)
 - A tap stand that is providing water on premises (within a household's plot, yard or compound) or with a zero minute collection time for all its users. This typically means exclusive use for one household, but can also include the following:
 - If a tap stand is being used by multiple households but all households can access water with a zero minute collection time
 - If a tap stand is intended to be a community tap stand but only serves one household exclusively
 - In-Home Connections
 - A connection or tap that is piped directly inside the home and is for the exclusive use of that household. In this case, if there are multiple connections to that dwelling, we would consider the household one project.
 - Kiosk
 - Similar to a community tap stand but serves some sort of commercial service at the same time.
- If the Inventory Type is Rainwater Harvesting, Hardware Detail may be:
 - Underground Cistern
 - Above Ground Storage Tank
- If the Inventory Type is Water Filter(s), Hardware Detail may be:
 - Hh Biosand Filter
 - Institutional Biosand Filter
 - Purification System
 - Other- Please add information in notes
- If the Inventory Type is Water Point and Sanitation, Hardware Detail will align with Inventory Type as specified above.

COLUMN R - Sanitation Hardware Type (if applicable)

- Applicable if the project is a Water Point and Sanitation project
- Indicate what type of sanitation hardware will be implemented alongside the proposed water point; e.g. pour flush latrines, VIP latrines, etc.
- If not a Water Point and Sanitation project, please fill with NA

COLUMN S - Sanitation Block Count (if applicable)

- Applicable only if the project is a Water Point and Sanitation project
- Indicate how many blocks of the sanitation hardware will be constructed
 - *Note: Please include only the number in this cell; e.g. if 2 blocks will be constructed fill in the cell with a "2".*
- If not a Water Point and Sanitation project, please fill with NA

COLUMN T - Sanitation Toilet Count (if applicable)

- Applicable only if the project is a Water Point and Sanitation project
- Indicate how many toilets will be constructed in total as part of that project; e.g. 2 blocks of 4 stalls/pits would be 8 toilets total
 - *Note: Please include only the number in this cell; e.g. if 8 total toilets will be constructed fill in the cell with an “8”.*
- If not a Water Point and Sanitation project, please fill with NA

COLUMN U - Total Daily Water Users

- Report the total number of daily water users this water point will serve at the completion of this grant. This number should account for the average number of people using water from this specific water point on a daily basis (including those who draw water as well as anyone for whom they draw water), regardless of whether they are also drawing water from a different charity: water water point as well. This number should match the number for Total Daily Water Users in the Outputs section of the Narrative and Budget reports. For more details on charity: water’s definition of a Daily Water User, please refer to charity: water’s guidance on how to calculate [the number of daily water users](#).

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COLUMN V - Previously Counted Daily Water Users

- Report the number of daily water users that have either been accounted for by a different project in the current grant or previously counted as a daily water user in a past charity: water grant.
 - Note: In instances where there is overlap between community(ies) and school(s), you should subtract this overlap from the users of the school project, not the community project.
 - Note: If you know the charity: water project ID or Deployment Code for the previously funded project site, please include the deployment code in the Further Explanation (Column AC) field in the Site List.
- If you do not know this information at Proposal, please enter 0 and update at Midterm and/or Completion.
- For projects where there are no previously counted daily water users, complete this field with a 0.

COLUMN W - Unique Daily Water Users

- This column will autofill with a pre-programmed formula by subtracting Column V from Column U. Please do not overwrite the formula in this column.
- This number should match the number of Unique Daily Water Users in the Outputs section of the Narrative and Budget reports. For more details on charity: water’s definition of a Daily Water User, please refer to charity: water’s guidance on how to calculate [the number of daily water users](#).

IMPORTANT: Please note that the methodology for how you count Total and Unique Daily Water Users should be clearly and explicitly explained in the Program Area sections of the Proposal and Completion Narrative reports.

COLUMN X - Number of Households

At Proposal

- Leave blank unless able to provide this level of detail.

At Completion

- For community-level water points, provide the number of households that collect water from the water point on a daily basis.
- For community Water Filter programs, provide the number of households to receive a filter.
- For school locations, leave blank unless the community also uses the water point. Then, specify the number of households estimated to collect water at this location.

COLUMN Y – Latitude*At Proposal*

- Leave blank unless able to provide this level of detail.
- If providing at this stage, provide the latitude as decimal values collected in WGS 1984.

At Completion

- Provide the final latitude as decimal values collected in WGS 1984. Please see [Proof Guidance](#) for more guidance on GPS coordinates.

COLUMN Z - Longitude*At Proposal*

- Leave blank unless able to provide this level of detail.
- If providing at this stage, provide the longitude as decimal values collected in WGS 1984.

At Completion

- Provide the final longitude as decimal values collected in WGS 1984. Please see [Proof Guidance](#) for more guidance on GPS coordinates

COLUMN AA - Randomly Selected for Household Survey? (Y/N)

Only applicable to partners who have confirmed survey activities with charity: water during proposal planning and approval. If there are no confirmed survey activities, please leave this column blank on all submissions.

- Select Y (Yes) or N (No) from the drop down list to indicate if the water point was randomly selected for baseline and endline surveys with any charity: water baseline or endline data collection protocol
- If there was no baseline required for the grant, leave this blank at the Midterm report, and fill it in at the Completion report

COLUMN AB - Completion Date

- Provide the date when all activities associated with the water point were completed.
- Dates should be entered in mm/dd/yyyy format

COLUMN AC – Further Explanation*At Proposal*

- Provide any additional notes regarding the water point.
- If there are no additional notes, leave blank.

At Midterm

- Provide information on any changes from proposal; specifically site, region and inventory changes.
- If there are no additional notes, leave blank.

At Completion

- Provide any additional notes regarding the water point.
- If there are no additional notes, leave blank.