NARRATIVE GUIDANCE

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

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

0. GENERAL NARRATIVE GUIDANCE

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

0.1 Word Limits

- Many sections include word limits. Note that these are strongly recommended (not required) word limits. Our goal in providing these recommendations is to encourage responses that are concise and relevant.
- Sections will indicate the appropriate word limit.
- For reference, below are examples of the approximate length of various word limits:

  o **25 words:**
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  o **50 words:**
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- o **250 words:**

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

Template:

1.3c)	**Contracted Implementers** Are there other implementing organizations or entities who will be contracted to do work for this program?	YES // NO

Your Response:

1.3c)	**Contracted Implementers** Are there other implementing organizations or entities who 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*

0.3 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've 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 a 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 project of this type of technology (include currency units):	Community: $20 USD School: $35 USD

0.4 Cross Checking with Partner Profile

- There are several areas where the Proposal Narrative overlaps with the Partner Profile. Please make sure the information in the Proposal Narrative and Partner Profile are consistent with one another.
- For example, the program areas are detailed here but also reflected in the Partner Profile. If these have changed, you should update the information in both the Proposal Narrative and the Partner Profile to reflect this year's program areas.

| PARTNER 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 & CONTEXT

1.1 Partner Context
1.1a) Partner & Grant Information

1.2 Financing
1.2a) Income & Revenue
1.2b) Program Cost Changes

1.3 Program Staffing & Operations
1.3a) Contracted Implementers

2. PROGRAM DETAILS

2.1 Program & Project Areas
2.1a) charity: water Program Areas
2.1b) Changes in Program Areas
2.1c) Achieving Access

2.2 Community or School/Clinic Engagement
2.2a) Community or School/Clinic Mobilization
2.2b) Community or School/Clinic Management Committee
2.2c) Community or School/Clinic Trainings

2.3 Water Supply
2.3a) Water Technologies
- *Overview*
- *Feasibility Studies and/or Environmental Analyses*
- *Selection of Proposed Technology*
- *Experience in Implementation of Technology*
- *Technical Implementation*
- *Water Treatment*
- *Local Government Involvement*

- *Service Operations & Management*
- *Fee Structure & Financial Management*
- *Maintenance Services*
- *Spare Parts Availability & Access*

2.4 Community Sanitation & Hygiene
2.4a) Community Sanitation & Hygiene Approaches
2.4b) Community Trainings on Sanitation & Hygiene
2.4c) Training Reach
2.4d) Program Components

2.5 School/Clinic Sanitation & Hygiene
2.5a) School/Clinic Sanitation & Hygiene Approaches
2.5b) School/Clinic Selection
2.5c) School/Clinic Trainings on Sanitation & Hygiene
2.5d) Training Structure
2.5e) Program Components
2.5f) Fee Structure & Management

3. PROGRAM OUTPUTS

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

4. PROGRAM OUTCOMES

4.1 Program Outcomes & Indicators
4.1a) Community or School/Clinic Engagement
4.1b) Water Supply
4.1c) Sanitation & Hygiene

4.2 Methodology

5. RISKS & CHALLENGES

1. ORGANIZATION INFORMATION & CONTEXT

1.1 Partner Context

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 total requested (in USD) -** Amount requested from charity: water for this grant period
- **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 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

1.2a) Income & Revenue

Country budget (in USD):	*Your organization's estimated or finalized 2018 country budget, inclusive of all sector funding*	
Country WASH budget (USD):	*The estimated or finalized 2018 budget for this particular country program only including WASH*	
Co-financing for this program (USD):	*The total co-financing for this program, as a sum of the four fields below. This should only include secured or committed funding and should not include in-kind contributions.*	
Source(s) of co-financing:	**Community contributions (USD):**	*Amount expected to be funded by community contributions*
	Government contributions (USD):	*Amount expected to be funded by any level of government that will be directly applied to the program funded by charity: water*

	Other organizations (USD):	*Amount of inbound funding from other donors co-financing this country <u>program</u>, including funding (even if from other sectors aside from WASH) that contributes to shared administrative costs*
	Other (USD):	*Any other funding that will go towards this program*

1.2b)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%.
- Word limit: 50 words or less
- Example:

[If this program has been previously funded by charity: water through past grants] Has the Cost per Person and/or the Cost per Project changed by -/+ 15% since the last grant?	YES
If yes: In 50 words or less, please 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 project has increased by 19% (from $30.10 to $35.70) and the cost per person has increased by 16% ($6,000 to $$6,960).	

1.3 Program Staffing & Operations

1.3a)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:
  - **Contacted Implementer -** Fill in the organization or name of the contracted implementer (e.g. Atco Drilling Company). If you do not have this information at 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 examples of this include: Bill of Quantity (BOQ) or No Water No Pay. If there is no contract, write "N/A" and explain in the explanation 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 say

"Drilling all deep boreholes in Chelsea District" or "Implementing all sanitation activities in school projects for this grant".
- ○ **Number of projects or sites -** This refers to the number of projects or sites that the implementer will work with. This can be both hardware activities or software activities.
- ○ **Estimated dollar amount of contract -** List the estimated dollar amount associated with the contract for this Implementer. Include currency units.
- ○ **Explanation -** 250 words or less. 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. PROGRAM DETAILS

2.1 Program & Project Areas

2.1a) Proposed charity: water Program Areas
- 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.
- Include the proposed charity: water-funded program areas (also reflected in 2.1b in the Partner Profile) in the space provided.

2.1b) Changes in Program Areas *(only answer if program has been previously funded by charity: water)*
- A change could include adding new program areas, expanding into new Sub-Regions or Sub-Districts, and/or shifting to a different area of the country.
- Select YES or NO and delete the other response.
- If YES, explain how and why these program areas have changed.
- Word limit: 250 words or less

2.1c) Achieving Access
- Word limit: 100 words or less for each field
- Select YES or NO and delete the other response.
- If YES, explain how the projects proposed under this grant will meet the definition of access explained in section 1.5a of your Partner Profile.

- If NO, explain why the projects will not meet the definition of access defined in section 1.5a of your Partner Profile and how your organization will address this moving forward.

2.2 Community or School/Clinic Engagement

2.2a) Community or School/Clinic Mobilization
- Word limit: 250 words or less
- Describe your community or school/clinic mobilization approach and activities.
- This should, at minimum, include activities such as: introductory meetings to the project, generating demand, and socializing fee structures.
- If you work in both community and school settings and this mobilization approach is different, describe both in this field.

2.2b) Community or School/Clinic Management Committee
- Word limit: 250 words or less
- Describe proposed formation of community, school or clinic management committees for oversight of water point and/or sanitation and hygiene activities.
- This should include, at minimum, recruitment criteria for leadership and/or water user committees, number and composition of committees, and established meeting frequency.
- If you work in both community and school/clinic settings and management committee structure and recruitment is different, describe both in this field.

2.2c) Community or School/Clinic Trainings
- Word limit: 250 words or less
- Describe proposed community, school, or clinic training approaches.
- This should include, at minimum, details about the training curriculum for financial, management, and maintenance functions for the broader community, as well as water user or school WASH committees.
- If you work in both community and school/clinic settings and this training approach is different, describe both here.

2.3 Water Supply

2.3a) Water Technologies
- Copy this table for as many water technologies are you are proposing in this grant.
- Note that this section is intended for specific technologies (i.e. deep boreholes, rainwater harvesting, etc.), and not individual inventories as specified by the Budget template.
- If your program implements the same technology type in different locations (i.e. schools and communities), differentiate between these within the

individual answer box where applicable (see example in the General Narrative Guidance section above).

- For each Water Technology proposed, fill in the table with the following fields:
  - **Water Technology -** List the proposed technology here

  - **Overview**
    - Word limit: 100 words or less
    - Describe the water technology, its associated hardware (e.g. pump type, tap type. Etc.), any relevant characteristics (e.g. depth), and whether it is new and/or rehabilitated construction.

  - **Feasibility Studies and/or Environmental Analyses**
    - Select YES or NO and delete the other response.
    - If YES, describe which type of study is required or should be required, and how it would influence site selection and technology designs (e.g. depth, hardware, etc.).
    - Word limit: 100 words or less

  - **Selection of Proposed Technology**
    - Word limit: 250 words or less
    - Describe why this technology is the most appropriate solution in this program context.
    - This should be described both in appropriateness for the geography and water challenges in the area, and the appropriateness for the community/cultural environment (that the community or school would actually use it or want it).

  - **Experience in Implementation of Technology**
    - Word limit: 100 words or less
    - Describe your organization's demonstrated experience in implementing this technology in this country and context. Include any expertise or technical support available to your organization in-country.

  - **Technical Implementation**
    - Word limit: 250 words or less
    - Walk us through the technical implementation steps required with this technology, such as: pre-construction assessments, project site selection, technical planning/diagramming, labor, hardware installation, water quality testing, final sanctioning or inspections, etc.

  - **Water Treatment**
    - Word limit: 100 words or less
    - If applicable, describe any water treatment strategies (e.g. filtration, chlorination, desalination, etc.) that this program uses or explicitly trains on for this specific technology.

- In this description, include how communities, households, and/or school/clinic administrators will access materials and with what frequency they will use the water treatment solution.
- If this is not applicable for your program, write N/A in this section.

o **Local Government Involvement**
  - This section intends to understand specific government responsibilities in approving, regulating and monitoring water service for this specific technology throughout the implementation and post-implementation periods.
  - Word limit: 50 words or less for each sub-question
  - Answer the following questions:
    - *What are the government's responsibilities and activities related to this technology?*
    - *What are the government's responsibilities and activities related to this technology?*
    - *How will your program ensure that government entities/service regulators are held accountable for these activities and responsibilities?*
    - *How will this program ensure that local government (and other NGOs) continue to support sustained service delivery of these projects after implementation? If it is through financial support, list amount.*

o **Service Operations & Management**
  - This section intends to understand who is ultimately responsible for managing the water point after project completion.
  - Word limit: 50 words or less for each sub-question
  - Answer the following questions:
    - *What will this program do to ensure that there is a reliable service operator or management function for this technology?*
    - *Who will be responsible for service operations of this technology?*
    - *What activities fall under the responsibility of these service operators?*
    - *How will your program ensure that service operators are held accountable for these activities and responsibilities?*
  - If your program implements this technology type in different locations (e.g. schools and communities), differentiate between these within the individual answer box where applicable. See examples in Fee Structure and Maintenance Services sections below.

o **Fee Structure & Financial Management**
  - This section is intended to understand how management committees collect sufficient funds to cover operations and maintenance of a water point long-term.

- Fees refer to financial contributions, either at the community or school/clinic level, for upkeep and maintenance of the proposed water point for the specific technology.
- Word limit: 50 words or less for each sub-question. If there are multiple location types, 50 words for each location type within the sub-question (see example below).
- Answer the following questions**:**
  - *What is the fee structure, fee amount, and frequency of user contributions?*
  - *What is your justification or methodology for the fee structure proposed?*
  - *What happens when users are unable to pay their regular contribution?*
  - *How do you plan for maintenance costs if the community contributions are not sufficient to cover the cost of project upkeep and maintenance of this water point?*
- Fill in the following the fields:
  - **Average projected cost of annual maintenance -** Include total estimates of the operation and maintenance costs (including salaries of caretakers and guards as well as contractor fees for larger repairs) for one full year. Include the currency units along with the amount.
  - **Average monthly contribution of local government -** This accounts for any financial contributions from local government. If this is easier to calculate on an annual basis, do so and make a comment in this regard. Include the currency units along with the amount.
- If your program implements this technology type in different locations (e.g. schools and communities), differentiate between these within the individual answer box where applicable. For example:

Fee Structure & Financial Management

What is the fee structure, fee amount, and frequency of user contributions?

Community:
In the community, households pay on a 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 project of this type of technology (include currency units):	Community: $20 USD School: $35 USD

- o **Maintenance Services**
  - ▪ This section intends to understand how a water point be maintained through routine maintenance and in the case of any minor or major repairs needed after project completion.
  - ▪ Maintenance services refers to government mechanics, private mechanics, caretakers, school administrators, and/or water user committees responsible for maintenance services for this specific technology.
  - ▪ Word limit: 50 words or less for each sub-question. If there are multiple location types, 50 words for each location type within the sub-question (see example below).
  - ▪ Answer the following questions:
    - • *Who will be responsible for maintenance services of this technology?*
    - • *What responsibilities and activities fall under these maintenance workers?*
    - • *How will maintenance workers be held accountable for these activities and responsibilities?*
  - ▪ If your program implements this technology type in different locations (e.g. schools and communities), differentiate between these within the individual answer box where applicable. For example:

Maintenance Services
Who will be responsible for maintenance services of this technology?
Community: In the community, a trained caretaker paid by the Water User Committee will be responsible for minor and routine maintenance of the water point. In cases where a major repair (involving equipment) is required, a private mechanic in the district headquarters will be hired to repair the water point. School: In the schools, the groundskeeper, paid by the school, will be trained and responsible for the everyday maintenance of the water point. In cases where a major repair (involving equipment) is required, a private mechanic (same as that mentioned above) in the district headquarters will be hired to repair the water point.

- o **Spare Parts Availability & Access**

- This section intends to understand whether communities have regular access to the spare parts they need to perform basic repairs on their water point if it breaks after completion. This refers to community or maintenance provider access to spare parts for this technology.
- Word limit: 50 words or less for each sub-question. If there are multiple location types, 50 words for each location type within the sub-question (see example below).
- Answer the following questions:
  - *Where will spare parts come from for this particular technology?*
  - *Are there multiple options for spare parts?*
  - *What is the strategy for ensuring access to and/or availability of spare parts for this technology?*
  - *If supply chain strengthening is required, detail how this program will ensure long-term access to these parts.*
- If your program implements this technology type in different locations (e.g. schools and communities), differentiate between these within the individual answer box where applicable. See examples above.

2.4 Community Sanitation & Hygiene

- There are two sections on sanitation and hygiene: section 2.4 for community-based sanitation and hygiene, and section 2.5 for clinic or school-based sanitation and hygiene. If one of these sections does not apply to your proposed program, write N/A in the spaces provided. If there are components that are repetitive between the two, feel free to copy and paste between them.

2.4a) Community Sanitation & Hygiene Approaches

- Copy this table as many times as needed for each Sanitation & Hygiene Approach intended for the <u>community level</u> in your program.
- A sanitation and/or hygiene approach is largely defined by the uniqueness of the program components and the anticipated theory of change of the activities involved in the approach.
- Examples of community-based sanitation and hygiene approaches include: CLTS(H), CLTS+, PHAST, latrine construction, and sanitation marketing, among many others.
- For each community-based sanitation and hygiene approach proposed, fill in the table with the following fields:
  - **Sanitation & Hygiene Approach -** List the proposed approach. For acronyms, spell out the full words in addition to listing the acronym (e.g. CLTS should be Community Led Total Sanitation (CLTS))
  - **Summary**
    - Word limit: 250 words or less
    - Describe the sanitation and hygiene approach or strategy this program intends to implement in <u>communities</u>. Details for sanitation should include approach type, rationale in this context, and intended audience.

- o **Implementation**
  - Word limit: 250 words or less
  - Describe the implementation steps for this approach.
  - This applies to most sanitation activities including infrastructure construction, demonstration latrines, training local masons, sanitation marketing, vouchers, CLTS, kiln construction, menstrual hygiene management, etc.
  - If your program involves latrine construction, detail the type of latrines, household contributions.

2.4b) Community Trainings on Sanitation & Hygiene

- Fill in the table for each training topic covered by your community-level sanitation and hygiene curriculum, including details on the training topic, goal/intended outcome of the training, who is conducting the training, who is the intended audience of the training, and how frequently the training is held.

- Example:

Training Topic	Goal	Trainer	Audience	Frequency
Handwashing at critical times	*Community members are washing hands at 5 critical times*	*Hygiene staff that lives in community*	*Community members at all project sites*	*4x a year so that all community members can attend*

2.4c) Training Reach

- Word limit: 100 words or less
- Explain the intended reach of your sanitation and hygiene trainings. Please mention if and how you are training all daily water users covered under this grant.

2.4d) Program Components

- If your program contains any of the components listed in this section, select YES or NO and delete the other response.
- If YES, describe how you implement or incorporate the components for which you answered YES.
- Word limit: 100 words or less for each component
- If there are components that are not mentioned that you wish you to include, use the Other line and add rows as needed.

2.5 School/Clinic Sanitation & Hygiene

- There are two sections on sanitation and hygiene: section 2.4 for community-based sanitation and hygiene, and section 2.5 for clinic or school-based sanitation and hygiene. If one of these sections does not apply to your proposed program, write N/A in the

spaces provided. If there are components that are repetitive between the two, feel free to copy and paste between them.

2.5a) School/Clinic Sanitation & Hygiene Approaches

- Copy this table as many times as needed for each Sanitation & Hygiene Approach intended for the schools or clinics in your program.
- A sanitation and/or hygiene approach is largely defined by the uniqueness of the program components and the anticipated theory of change of the activities involved in the approach.
- Examples include: CLTS(H), CLTS+, PHAST, latrine construction, and sanitation marketing, among many others.
- For each community-based sanitation and hygiene approach proposed, fill in the table with the following fields:
  - **Sanitation & Hygiene Approach -** List the proposed approach. For acronyms, spell out the full words in addition to listing the acronym (e.g. CLTS should be Community Led Total Sanitation (CLTS))
  - **Summary**
    - Word limit: 250 words or less
    - Describe the sanitation and hygiene approach or strategy this program intends to implement in schools or clinics. Details for sanitation should include approach type, rationale in this context, and intended audience.
  - **Implementation**
    - Word limit: 250 words or less
    - Describe the implementation steps for this approach.
    - This applies to most sanitation activities including infrastructure construction, demonstration latrines, training local masons, sanitation marketing, vouchers, CLTS, kiln construction, menstrual hygiene management, etc.
    - If your program involves latrine construction, detail the type of latrines, national standard for ratio of students to toilets, and how your program meets this ratio.

2.5b) School/Clinic Selection

- Word limit: 100 words or less
- Describe the criteria you use to select schools or other institutions for sanitation and hygiene training.
- If schools are receiving a Water Point & Sanitation with latrine infrastructure, list the criteria for how this schools are selected for latrine construction.
- Examples include: high student to toilet ratios, strong leadership at the school and local government, etc.
- If only some schools or institutions receive infrastructure or latrine support, explain the rationale for this selection.

2.5c) School/Clinic Trainings on Sanitation & Hygiene

- Fill in the table for each training topic covered by your institutional sanitation and hygiene curriculum, including details on the training topic, goal/intended outcome of the training, who is conducting the training, who is the intended audience of the training, and how frequently is the training is held.
- Example:

Training Topic	Goal	Trainer	Audience	Frequency
Handwashing at critical times	*Students are washing hands at 5 critical times*	*Trained teachers who work at the school*	*Students and teachers at all project sites*	*2x each school year*

2.5d) Training Structure
- Word limit: 100 words or less
- Explain how you will structure your trainings so that information and content will reach the maximum number of daily water users.
- If you are using a Training of Trainers approach, please detail how information will ultimately flow from the trainer to the end user (e.g. partner staff to principal to teachers and ultimately to the student).

2.5e) Program Components
- If your program contains any of the components listed in this section, select YES or NO and underline the other response.
- If YES, describe how you implement or incorporate the components for which you answered YES.
- Word limit: 100 words or less for each component
- If there are components that are not mentioned that you wish you to include, use the Other line and add rows as needed.

2.5f) Fee Structure & Management
- Word limit: 250 words or less
- Include the amount and frequency of user contributions if applicable for sanitation activities and infrastructure, local government contribution for sanitation and hygiene, and a justification or methodology for structure proposed.

3. PROGRAM 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 projects, 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 projects 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 projects within this grant (e.g. both a community and a school project) and beneficiaries served by projects 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.
- **Projects to be completed -** This is the total number of projects that will be completed by the grant. This output is required from all partners.
- **Sub-projects to be completed -** The number of sub-projects 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-project include household Bio-Sand Filters.
- 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.
- 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*

4. PROGRAM OUTCOMES
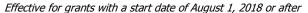
4.1 Program Outcomes & Indicators
- Complete tables 4.1a-4.1c for the primary activities, intended outcomes, and measurement indicators for each category listed.
- Include between 1 and 3 sets of activities, outcomes, and indicators in each table. Please include only the most important activities and outcomes to your program.
- Activities listed in these tables should have been introduced and explained in the Program Details section of this proposal. These activities should also be represented in some way on the Work Plan tab of the Budget.
- Measurement indicators may be the same or different from charity: water MAP indicators.
- Add or remove rows from the table as needed.
- In all each table, provide the following information:
  - **Activity -** one sentence describing each activity driving your intended outcome(s). Activities should describe the actions that will be done as part of the grant (e.g. water points constructed or trainings completed).
  - **Intended Outcome -** one sentence describing the intended outcome for each activity. Outcomes should refer to results, impacts, or behaviors changed as a result of the activities undertaken.
  - **Measurement Indicator -** provide the indicator(s) you will measure to understand the achievement of the intended outcome(s). This should be an indicator that is measurable, specific, and directly related to the intended outcome.
  - Example:

Activity	*Intended Outcome*	*Measurement Indicator*
CLTS training to educate community members of the harms and risks of practicing open defecation	*Daily water users in this program no longer practice open defecation.*	*% of households in targeted communities that report practicing open defecation*

4.2 Methodology
- Word limit: 250 words or less

- Describe how you will evaluate each of the activities and outcomes above at the completion of the grant.
- Include how, when, and how frequently you will measure these outcomes.

5. RISKS & CHALLENGES

- Complete the **Risks & Challenges** table including:
  - o **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.
  - o **Likelihood -** State the likelihood of each risk affecting the program as either high, medium, or low.
  - o **Level of Severity -** State the level of severity of each risk to the program as either high, medium, or low.
  - o **Mitigation –** Provide a brief explanation of how you will mitigate each risk.
- Add or remove rows from the table as needed.

charity: water
PARTNER ACCESS

PARTNER 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

1. PROGRAM PROGRESS

1.1 Key Program Outputs

1.1a) Program Outputs To-Date:

- **Projects completed -** Number of projects that have been completed as of this progress report. This information is required for all progress reports.
- **People served -** Number of people who have been served by the projects completed as of this progress report. This information is required for all progress reports.
- **Sub-projects to be completed (if applicable) -** Number of sub-projects that have been completed as of this progress report. 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 row from the table.
- **Sanitation or hygiene outputs (if applicable) -** Number of sanitation and hygiene outputs that have been completed as of this progress report. 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 row from the table.

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 Projects** 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 Projects** table for the following types of changes:

- o   Any change in the <u>total</u> number of projects
- 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
- Projects 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 projects	Description of change
Example of change in total projects:	
2 new projects	*We are able to construct 2 more projects than originally proposed. These new projects 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 projects 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 projects will now be drilled wells*
Example of change in location type:	
15 community projects	*15 of our proposed community projects have been replaced with 15 school projects.*
Example of decrease in population served:	
All projects	*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 <u>delete the other response</u>.
- 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 cancelled?
- This refers to activities that will no longer be conducted as part of this grant.
- Select YES or NO and <u>delete the other response</u>.
- If YES, complete the **Cancelled Activities** table, including:
  - **Cancelled activity -** This is the name of the activity from your proposal Work Plan.
  - **Reason for cancellation -** Briefly explain why this activity is being cancelled from the grant.
- If NO, remove the **Cancelled 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 Savings & Underspends

    2.2a) Have any major savings/underspends been identified?
- 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. Please limit any additional comments to 250 words or less.

IMPORTANT: The Budget, Work Plan, and Water Points List are not required for your first quarter update unless requested by the WPO. 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.

charity: water
PARTNER ACCESS

PARTNER 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

1. PROGRAM PROGRESS

1.1 Key Program Outputs

1.1a) Program Outputs To-Date:

- **Projects completed -** Number of projects that have been completed as of this progress report. This information is required for all progress reports.
- **People served -** Number of people who have been served by the projects completed as of this progress report. This information is required for all progress reports.
- **Sub-projects to be completed (if applicable) -** Number of sub-projects that have been completed as of this progress report. 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 row from the table.
- **Sanitation or hygiene outputs (if applicable) -** Number of sanitation and hygiene outputs that have been completed as of this progress report. 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 row from the table

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 Projects** 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 the **Affected or Added Projects** table for the following types of changes:

- o Any change in the <u>total</u> number of projects
- 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
- Projects 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 projects	Description of change
Example of change in total projects:	
2 new projects	*We are able to construct 2 more projects than originally proposed. These new projects 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 projects 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 projects will now be drilled wells*
Example of change in location type:	
15 community projects	*15 of our proposed community projects have been replaced with 15 school projects.*
Example of decrease in population served:	
All projects	*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 <u>delete the other response</u>.
- 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 cancelled?
- 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:
  - **Cancelled activity -** This is the name of the activity from your proposal Work Plan.
  - **Reason for cancellation -** Briefly explain why this activity is being cancelled 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 Savings, Underspends & Exchange Rates

2.1a) Have any major savings/underspends been identified?
- Select YES or NO and delete the other response.
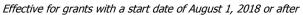- If YES, briefly explain how you will reinvest these savings or additional funds into the program moving forward.

2.1b) Have you experienced any exchange rate losses or gains this quarter?
- Select YES or NO and delete the other response.
- If YES, briefly explain how you have or will manage these exchange rate changes while still achieving agreed upon program outputs.

3. ADDITIONAL COMMENTS

If you need to communicate something additional that isn't captured in the template, provide any additional comments here. Please limit any additional comments to 250 words or less.

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.

PARTNER 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 midterm report, in the following format: mm/dd/yy - mm/dd/yy

1. PROGRAM PROGRESS

1.1 Key Program Outputs

1.1a) Program Outputs To-Date
- **Projects completed -** Number of projects that have been completed as of this progress report. This information is required for all progress reports.
- **People served -** Number of people who have been served by the projects completed as of this progress report. This information is required for all progress reports.
- **Sub-projects to be completed (if applicable)-** Number of sub-projects that have been completed as of this progress report. 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 row from the table.
- **Sanitation or hygiene outputs (applicable) -** Number of sanitation and hygiene outputs that have been completed as of this progress report. 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 row from the table.

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 Projects** 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 them **Affected or Added Projects** table for the following types of changes:

- o Any change in the <u>total</u> number of projects
- 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
- Projects 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 projects	Description of change
Example of change in total projects:	
2 new projects	*We are able to construct 2 more projects than originally proposed. These new projects 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 projects 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 projects will now be drilled wells*
Example of change in location type:	
15 community projects	*15 of our proposed community projects have been replaced with 15 school projects.*
Example of decrease in population served:	
All projects	*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 <u>delete the other response</u>.
- 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 cancelled?

- 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:
  - **Cancelled activity -** This is the name of the activity from your Proposal Work Plan.
  - **Reason for cancellation -** Briefly explain why this activity is being cancelled 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 Savings, Underspends & Exchange Rates

2.1a)Have any major savings/underspends been identified?

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

2.1b)Have you experienced any exchange rate losses or gains this quarter?

- Select YES or NO and delete the other response.
- If YES, briefly explain how you have or will manage these exchange rate changes while still achieving agreed upon program outputs.

3. ADDITIONAL COMMENTS

If you need to communicate something additional that isn't captured in the template, provide any additional comments here. Please limit any additional comments to 250 words or less.

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.

charity: water
PARTNER ACCESS

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

COMPLETION REPORT GUIDANCE

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

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 delete the other response.
- If NO, explain why.
- Word limit: 100 words or less

1.2 Completed Outputs
- Complete tables 1.2a-1.2d for all intended outputs of the grant.
- These outputs should be the same as those provided in Section 3. 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.
- Include units and add or remove rows from each table as needed.

1.2a)Water Outputs
- **Total daily water users -** The total 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 projects 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 unique 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 projects within this grant (e.g. both a community and a school project) and beneficiaries served by projects 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.

- **Projects to be completed -** This is the total number of projects that will be completed by the grant. This output is required from all partners.
- **Sub-projects to be completed -** The number of sub-projects 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. 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.

- 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.

2. PROGRAM OUTCOMES

2.1 Program Outcomes & Indicators
- Complete tables 2.1a-2.1c for all intended outcomes of the grant.
- These outcomes should be the same as those provided in Section 4. Program Outcomes in your Proposal Narrative.
- Add or remove rows from the table as needed.
- In all each table, provide the following information:
  o **Intended Outcome -** One sentence describing the intended outcome for each activity. These outcomes should be the same as those provided in your Proposal Narrative.
  o **Actual Outcome -** Provide the actual outcome(s) achieved by the grant.
  o **Results -** Provide the measured indicator(s) that reflect the achievement of the outcome(s).
  o Example:

Intended Outcome	Actual Outcome	Result
Daily water users in this program no longer practice open defecation.	*A significant number of daily water users in this program no longer practice open defecation.*	*16.4% of households in targeted communities that report practicing open defecation.*

3. PROJECT MONITORING

3.1 Project Monitoring Details
- Briefly fill in the **Project Monitoring** table with the following details:
  o **Water technology** - List the technology here.
  o **Location type -** List the location type - community, school, or clinic - here.
  o For the listed technology type, answer the following questions:
    - *For how long will projects be monitored post-implementation?*
    - *Who will conduct the monitoring (you, the government, etc.)?*
    - *With what frequency?*
    - *If the follow issues were found during post-implementation monitoring, describe how each would be resolved after the completion of the project: repairs to infrastructure, water quality, software/training issues (e.g. water committee re-trainings).*
  o If monitoring strategies differ by technology type or context, copy and paste the table and fill it out individually for each. For example:
    - The monitoring approach for a piped system may differ from the approach for a well.
    - The monitoring approach for a well in a community may differ from the approach for a well at a school.
  o 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 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
- Word limit: 100 words or less
- 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.

5.2 Sector-Wide Learnings
- Word limit: 100 words or less
- For each sector-wide learning identified during the grant, briefly fill in the **Sector-wide Learnings** table:

- o **Lesson -** One sentence stating the lesson learned
  - o **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. CASE STUDIES & STORIES

- charity: water uses partner-reported case studies and stories from the field in both our internal and external reporting. Stories that we find particularly impactful include:
  - o Stories of significant change, particularly showcasing the impact of clean water on time, income, education, health or opportunity
  - o 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 project
  - o 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:
  - o **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 project -** Provide the Water Point ID for project associated with this subject/story, if applicable.
  - o **When was project completed? -** Provide the month and year in which the project 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 project, what does that equate to - 3-months of income? School fees for 2 kids? etc.

- Copy/paste the table to provide more than one story.
  - If you provide more than one story, number them sequentially.
  - 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. Please limit any additional comments to 250 words or less.

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.