



KETSO

MAKOMBEH VILLAGE
SAFFROKO CHIEFDOM
KARENE DISTRICT
SIERRA LEONE

AMARAMAKOMBEH@GMAIL.COM
REGISTRATION #: SLE301120 KETSO2001620

1. Cover page and introduction

Page 1 gives the donor an immediate **project identity block**:

- exact project name
- implementation period
- donor/sponsor
- implementing organisation and local partner
- exact project locations
- NGO contact details
- Registration number(s)
- a lead photograph

Important reporting rule

The **project title, overall goal and objectives must be copied from the original approved proposal**, not reconstructed from memory and not "improved" during reporting.

If the proposal was submitted in English, retain the English wording. If it was submitted in Dutch, retain the Dutch wording.



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2. Results against milestones

This is the core of the report. Start by reproducing the **original goal and objectives exactly as approved**. Then report against the agreed milestones or expected results in a table.

Original milestone + activity Result + Explanation

Exact wording from proposal	50 farmers trained Two participants withdrew because...
Exact wording from proposal	5,000 seedlings produced Production exceeded the target because...

The important principle is:

Do not change the milestone to make the result look better. Report against what was originally promised.

After the table, give selected examples that help the donor understand the numbers.

These can include:

- a short beneficiary story of how the intervention worked in practice;
- this should a short quotation; 1 or 2 photographs; Each image should have a meaningful caption, for example:

“Mariama Kamara, one of 48 female farmers completing the agroforestry training in Makombeh, preparing mango seedlings during the practical nursery session, June 2026.”

This is much stronger than a caption such as *“Training participants.”*

Also distinguish clearly between:

- **direct beneficiaries**, such as 48 female farmers receiving training;
- **indirect beneficiaries**, such as household or community members benefiting from the farmers' activities.

Do not combine the two into one inflated beneficiary figure.



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3. Longer-term impact, evidence and challenges

This chapter answers the donor's bigger question:

What difference is this likely to make beyond the activities we funded?

It should cover three areas.

Longer-term impact

Explain what is already changing, or is reasonably expected to change, as a result of the project. For example:

- adoption of new farming practices;
- increased access to seedlings;
- income opportunities;
- increased tree survival;
- community capacity;
- environmental benefits.

Be careful with attribution. If longer-term impact cannot yet be demonstrated, say that it is **expected** rather than presenting it as already achieved.

Photo report

Include a small selection of additional photographs showing:

- implementation;
- participants;
- physical results;
- progression during the project;
- completed outputs.

For small foundation grants, the final report does not need dozens of photographs. Usually **2 to 3 strong report-quality photographs** are sufficient.

Additional lower-quality photographs can be retained internally as implementation evidence.

Challenges, gaps and safeguarding Report significant challenges openly. For each important gap, explain:

What was planned → what happened → why → what will happen now → who will cover it.



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For example:

The project planned to establish five nurseries. Four were fully operational at project closure. Establishment of the fifth was delayed because access to the site became impossible during the rainy season. KETSO will complete the nursery from its own operational budget in October 2026.

That final sentence is particularly important. A donor should not be left with an unexplained unfinished commitment.

Where relevant, also include a short paragraph on:

- child safeguarding;
- vulnerable participant protection;
- informed consent;
- safe photography;
- any safeguarding incidents.

For a small grant this does not need to become a separate compliance report unless the donor requires one.

Evidence can include a simple piece of analysis, not just photographs



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4. Conclusion, sustainability and next steps

This should not repeat the results section. The conclusion should answer:

Was the project successful overall, and what happens now?

Usually this is your chance to say what you would like to have funded next year and why. Explain specifically what will continue after donor funding ends, and what is needed to achieve that.

Avoid statements such as: *"The project is sustainable because the community has been empowered."* Instead explain:

- who owns the activity now;
- who maintains the infrastructure or trees;
- whether participants can continue independently;
- whether recurrent costs exist;
- how those costs will be covered.

Exit

Explicitly answer: **What can continue without this donor's money?** This is different from saying what Plant N Boom or KETSO hopes to fund next. A strong exit paragraph could distinguish:

- activities that are now self-sustaining;
- activities that will continue through the NGO's normal operations;
- activities requiring future external funding;
- activities that deliberately end with the grant.

For example if the donor provided a truck. Say that the truck is now generating income, but we lack experienced drivers. We need to train more staff in truck driving and basic maintenance should be done by KETSO itself. There should also be a garage with equipment. The drivers should be licenced.



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5. Financial annex

Keep the detailed financial reporting outside the narrative report unless the donor requires otherwise.

The annex must be based on the **exact approved budget**.

Do not:

- rename budget categories;
- merge categories because it looks cleaner;
- replace the original budget with a new internal accounting structure.

Use the original approved budget as the reference.

For example:

Approved budget line	Approved budget	Actual expenditure	Variance	Explanation
Training materials	€750	€690	€60	Lower printing costs
Seedlings and nursery materials	€1,500	€1,585	-€85	Higher transport costs
Trainer costs	€1,250	€1,250	€0	As budgeted
Monitoring	€500	€475	€25	As budgeted
Total	€4,000	€4,000	€0	

Any significant deviation above 10% should be explained.

If the donor approved a subsequent budget amendment, the **formally approved revised budget** becomes the reference point.



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In summary:

Chapter	Mandatory contents
1. Cover page and introduction	Exact approved project title and original language; donor; NGO; local implementation partner; locations; period; grant amount; project information box; lead image; short context; exact approved overall goal/objectives
2. Results against milestones	Exact original milestones; planned activities; results achieved; variance/explanation; direct and indirect beneficiaries; relevant technical tables/charts; important definitions of numbers; examples and selected photographs
3. Longer-term impact, learning and challenges	Different dimensions of impact where relevant; measured versus expected impact clearly distinguished; adaptation/lessons learned; gaps and how they will be completed; safeguarding; photo report; link to further verification/evidence where useful
4. Conclusion, sustainability and next steps	Overall assessment; most significant achievement; major unfinished issue; what will continue; who owns it; who pays; exit from donor funding; remaining funding dependency; realistic next steps
5. Financial annex	Exact approved budget structure; approved versus actual; variance; explanation linked to project implementation; total expenditure; donor contribution; co-financing; NGO/local partner contribution; remaining balance if any