

ANNEX VI

Reporting and Financial Schedule

Reference annex for selected implementing partner

This annex defines reporting obligations, instalment triggers and minimum content requirements. It is not normally completed by applicants but forms part of the grant package and eventual agreement annexes.

1. Financial instalment schedule

#	Amount	Timing / trigger	Required documents	Condition for release
1st	50%	Upon contract signature	Signed grant agreement; inception plan for first three weeks; financial report template completed; bank details confirmed	Released at signing to enable immediate project launch, subject to operational readiness and validated banking
2nd	35%	End of Month 3 / after approval of Month 3 report	Monthly narrative reports M1-M3; indicators tracker M1-M3; financial report covering first instalment; updated workplan if needed	Conditional on satisfactory narrative and financial reporting and no unresolved compliance issues; IIMP review period up to 10 working days after complete submission
3rd	15%	Within 15 days of project end / after final reports	Final narrative report; final indicators tracker; final financial report; asset register if applicable; lessons learned note; anonymized/aggregated beneficiary data	Retention instalment released only after all deliverables are accepted and outstanding financial/compliance issues cleared

2. Reporting calendar

Month	Period	Report due	Required reports	Instalment note
Month 1	September 2026	10 October 2026	Narrative report; indicators tracker	-
Month 2	October 2026	10 November 2026	Narrative report; indicators tracker	-
Month 3	November 2026	10 December 2026	Narrative report; indicators tracker; financial report	Triggers 2nd instalment
Month 4	December 2026	10 January 2027	Narrative report; indicators tracker	-
Month 5	January 2027	10 February 2027	Narrative report; indicators tracker	-
Month 6	February 2027	15 March 2027	Final narrative report; final indicators tracker; final financial report	Triggers final instalment

3. Monthly narrative report: minimum content

Section	Required content
Cover page	Project title, partner name, reporting month, submission date, authorized representative
Executive summary	Brief overview of progress, key achievements and issues
Progress by output	Activities implemented, beneficiaries reached, challenges, corrective actions by output
Indicators tracker	Cumulative values, percentage of target reached, data sources, disaggregation where feasible/safe
Protection and safeguarding	PSEA, GBV, child safeguarding incidents and complaints; state "no incidents reported" where applicable
Financial summary	High-level expenditure by budget line, burn rate and reallocations within tolerance
Challenges and risks	Operational, protection, data protection or contextual risks and mitigation
Plan for next month	Key activities and adjustments
Annexes	Attendance sheets, outreach records, photos with consent, referral logs as relevant; do not attach beneficiary-identifiable data unless requested through secure channel