**ACTIVITY REPORT TEMPLATE**

**(to be filled-in for each individual activity carried-out in your workplan)**

|  |  |
| --- | --- |
| **Name of Cascading Grant beneficiary** |  |
| **Name/type of activity /deliverable**  Please provide a brief description of the activity and/or deliverable. |  |
| **Relevant work package**  As per your original workplan outline. |  |
| **Dates/duration of specific activity** |  |
| **Location**  (if applicable) |  |

1. **Participants/target group**

(*Please provide the profile of the participants/target group and the total number of participants)*

1. **Objectives & results**

*(Please provide the objectives of the activity and the outcomes and results achieved)*

1. **Recommendations and implications for future work/strategy**
2. **Evaluation** *(Have you achieved the objectives through the activity and any lessons learned?)*

* Participants’ feedback (if the activity was an event, then feedback/assessment form or individual interviews etc)
* Internal evaluation/assessment

**Annexes (if activity was an event)**

1. Agenda of the event
2. List of signed participants (or screen capture if activity took place online)