



THE REPUBLIC OF THE GAMBIA
MINISTRY OF GENDER, CHILDREN AND SOCIAL WELFARE
116 D Block, Kanifing Estate (Digital Address: F84H+5HM)



ANNEX 4: SWEDD+ SMALL GRANTS BENEFICIARY REPORTING TEMPLATE

Date:/...../.....

A. Business Information

Business Name:

Address:.....

Phone:.....

E-mail (if appropriate):

Beneficiary/Owners Name:

B. Grant Information

Amount of Grant:

Period of Grant:

Business Name:

Grant Reference #:.....

Purpose of Grant :

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Stated Goals/Objectives/Outcomes:

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Business Growth (e.g administrative or staff since the grant was approved):

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1. Has the grant made any impact on your life? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work?

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2. What impact did the grant have on the population you serve? Your staff? The community?

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3. What did you learn from your pursuit of the objectives that you established?

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4. Based upon current conditions, are there things that you would do differently in utilizing the grant award? If so, what?

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5. What were the primary lessons that you and your staff learned from this grant project?
How might they impact your future thinking, performance, or services?

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C. Overall Report/Financial Report/Financial Statement

Although you may design your report to suit your needs, your expense report should:

1. Account for all project expenses by placing them in line item categories (See "B.")
2. Provide a three-column financial report that represents: a) the projected budget of expenses (This should be taken from your grant proposal.); b) the actual expenses; and c) the difference between the two.
3. Provide a total for each column

D. Items To Be Included

The following information should be included in your expense report.

1. Heading: Specify the reporting period (e.g., January 1, 2024 – December 31, 2024).
2. Expenses: Following is a list of possible line items for your grant expense report. Yours may include some or all of these and others. Add any additional items that are relevant to your particular program or capital project. Your line items should be the same as in the original proposal.

Personnel Costs

- Salaries and wages by individual position, specifying full- or part-time positions
- Payroll taxes
- Fringe benefits and related fees
- Consultant and professional fees (e.g., accounting, legal, etc.)
- Operational Costs
- Equipment
- Supplies
- Printing and copying
- Telephone and fax
- Postage and delivery
- Rent
- Utilities
- Travel
- In-kind expenses

Total

1. Explanation: Write a short narrative explanation of one paragraph or less to answer the question: How was this grant spent? (Example: The D100,000 grant was used to purchase a 3 sawing machine.)