**CBF Monthly Reporting Format**

Sample contents to be included in the CBF Monthly Report:

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| **CBF Monthly Report Contents**   * Name\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Parish\_\_\_\_\_\_\_ * Key Successes During the Month * Difficulties/challenges and action taken * Issues raised by women’s group for discussion or support * CBF engagement with other institutions or individuals * Highlight issues for project officer |

The following are important sections of the monthly report:

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| ***Contents of Monthly Project Status Report:***   * Project title * Report name * Reporting period: * Name of author and date of submission: * Brief notes on process that was followed (this can change from what is proposed here) * A section on what is arising from group meeting minutes and activity reports * A section on what is arising from the follow-up journals (this should have illustrative examples and some data from the electronic template) * A section on experiences of CBFs in facilitating the groups (this should have illustrative examples and some data from the electronic template) * A section on decisions made by the primary implementing partner on various aspects of project implementation * A section on issues you feel project management should pay close attention to |