**World Connect – Offline Progress Report**

***Note:*** *This document is provided for you to work with local stakeholders to record responses to progress report questions offline, when internet access is unavailable. All responses must eventually be entered and submitted through our online application system. In other words, you are required to copy/paste or otherwise transfer all responses from this document to the online progress report and submit your report through the internet. World Connect’s online progress report is accessible through your user account at:* [*http://www.worldconnect-us.org/submit-projects*](http://www.worldconnect-us.org/submit-projects)*.*

**Instructions**: A Progress Report should be completed at the midpoint of the project, and every three months thereafter during project implementation. It should be completed collaboratively by the Established Field Partner, Local Leader, and the Community Organization partnered on the project, with feedback from the local community, especially those directly participating in the project.

**Project Status**

**Name of Project:**

**Established Field Partner:**

**Local Leader Name:**

**Community Organization Name:**

**Country:**

**Grant Amount (USD):**

**Project Start Date:**

**Amount Spent to Date:**

**Expected End Date (month, year):**

**Please summarize what has been accomplished to date for your project.**

**Please describe the progress against each of the agreed upon indicators listed below.**

**Is your project on track to be completed within your proposed timeline? If no, please tell us what has changed and what is your revised project timeline?**

**Describe the involvement of the key actors to date.**

**Community Organization:**

**Local Leader:**

**Established Field Partner:**

**Community Members:**

**Have any unexpected leaders emerged in the community? If so, please describe their emergence and tell us how you plan to utilize them in the project moving forward.**

**What has been the most successful or surprising occurrence within the project thus far?**

**What has been the most challenging or unexpected occurrence within the project thus far?**

**Additional comments, news, questions and/or concerns:**

**Testimonials**

**Instructions:** This step is very important to us, as it helps us identify successes and challenges as it relates to the participants themselves, in their own words. Please include both men and women in the process, and try to speak with people who might otherwise be marginalized or not heard. If possible, please provide a photo of the person giving the testimonial.

**Participant #1 Name:   
Participant #1 Age:   
Testimonial: Participant #1:**

**Participant #2 Name:   
Participant #2 Age:   
Testimonial: Participant #2:**

**Participant #3 Name:   
Participant #3 Age:   
Testimonial: Participant #3:**

*\*\*Photos and videos are incredible tools to help tell the story of your project. By sharing photos with World Connect, you are consenting to allow us to use your photos on our website and in print materials and that the subjects have passively consented to their image/likeness being used in this way. Please submit photos and/or videos with your progress report.*