

**Final Narrative Report**

The Stuart Foundation appreciates your time and effort in preparing reports. The information you provide is very valuable to our partnership. These reports:

* Serve as a timely opportunity for your organization and the Foundation to be in touch around our partnership.
* Help the Foundation understand your work more deeply, including your successes, challenges, learnings, and aspirations.
* Where appropriate, assist the Foundation in entering conversation about opportunities for future collaborations and/or providing additional support in areas where your organization is facing challenges or seeking to amplify a particular area of their work.

***Note: If grant funds are not fully expended, please contact your Partnership Manager before completing and submitting a narrative or financial report.***

**Submission Instructions:**

All reports should be uploaded to our Grantee Portal linked [here](https://stuart.my.site.com/FGM_Portal__CommunitySignin).

* If you do not know your username for our grantee portal, please email [portal@stuartfoundation.org](mailto:portal@stuartfoundation.org).
* If you have not registered for our grantee portal, please complete the online portal user registration form linked [here](https://stuart.tfaforms.net/17). Upon completion of this form, you will be invited via email within two business days to complete and submit your report through our online grantee portal.

Currently, we only require a file upload to satisfy our reporting requirements and there is a space for you to leave any additional comments that you would like to bring to our attention.

If you need any further clarification, have additional questions about this document, or your report please get in touch with your Partnership Manager. We appreciate your honest feedback and reflection, and we look forward to reading your report.

**Narrative Questions:**

1. What would you like us to know about your work and what has happened in your organization since the start of the grant? Please share any key activities and/or any major (internal or external) changes that have impacted your work.
2. Please describe key partnerships, coalitions, and/or collaborations that have been instrumental to your work so far, including the nature and length of your relationship.
3. Please highlight key communications products and media coverage since the start of the grant. Are there any events or convenings that you want to highlight?
4. What did you learn during this grant period? What would you do differently?
5. For Project Support Grants only: Discuss how your project has met or was unable to meet the goals as defined by your organization in its original proposal. Please share any specific achievements or setbacks encountered.