



MWC COVID-19 Report Template

Upon completion of the project, the recipient church or church agency will submit a report to MWC responding to these questions.

1. **Project title:**
2. **Project location:**
3. **Total number of people who benefited from the project** (include number of men and number of women)
4. **Learning:**
 - Did the project bring about the change you hoped to achieve?
 - What worked well as you carried out the project?
 - What challenges did you face?
 - What did you learn when carrying out the project that you can share with the rest of the global church?
5. **Activities:**
 - Were the planned activities completed as anticipated?
 - Did you face any challenges in carrying out the project?
 - If changes were made to the planned activities, describe why.
6. **Impact Story:** Please share a story about the difference the project has made for people in the face of COVID-19.
A strong story shares about the following:
 - Who is the story about (full name or names)?
 - Where does this person live?
 - What difference did the project make for this person?If possible, please include a photo of the person (after asking for and getting permission to take the photo).
7. **Expenditure report:** Using the approved project budget as the starting point, submit a comparative budget showing the original, approved budget alongside actual project expenditures. Explain any significant differences.