

Reports Guide

We ask all Karl Kahane Foundation (KKF) grantees to share one report during their funding period. Please be aware that you will not be able to submit a new application before completing the annual report. Currently, we use one report type: Regular Progress Report. This helps us stay updated on your project's journey. You'll typically submit this once a year, and if you're reaching your final year of funding with us, we'll have a few extra questions for you.

Tips for Filling Out the Online Form

- Write answers as concisely as possible, bullet-form is also fine.
- Use the "Next screen" button or the section names on the left to navigate.
- Click "Save and Exit" anytime to save your progress and return later.
- If you have any questions, you can consult our [KKF Frequently Asked Questions \(FAQs\)](#) or our [Optimy FAQs](#). Note: The KKF FAQs cover content and grantmaking strategy, while the Optimy FAQs address technical questions about the application form.
- When completing this report, please focus on activities from the previous 6-12 months. For projects in their early stages, please tailor your responses to reflect current preparatory efforts, organisational tasks, or your anticipated trajectory and objectives for the coming period.

Please read through the following sections for detailed instructions on each question.

Regular Progress Report

GRANT TYPE

Grant type

- Please verify the type of grant your organization received and whether this was a final or one time grant (such as CEO or Emergency funding).

PROJECT ADMINISTRATION

Name of Organisation

- Indicate the official name of the organisation under which it is registered.

Project title

- Confirm the official name of the project.

Contact Person

- Confirm the details of the person who is the primary point of contact for us about the project.

REPORT

Project Context

- What are the main factors that have influenced your project? Explain their impact on planning and execution.
- Detail significant external factors (e.g., policy, geography, stakeholders) and internal factors (e.g., team or organizational changes).
- Outline project adaptations and the resulting outcomes.

Project goals and achievements

- Briefly explain what progress has been made towards reaching the project goals over the course of the funding period (so far). This can more or less be copied from the original project application that was approved by the KKF.

Organisational developments

- Tell us about the most important updates and changes within your organisation. This can include, but is not limited to, changes in the team, mental health/well-being, structural changes or other shifts on an organisational level. If there were many, indicate the 3-5 most significant developments.

Capacity Strengthening Feedback

- In case you received capacity strengthening funding (relating to financial support only), what were your most significant conclusions?

Next Steps (only visible for final year grants or one time grants)

- We are interested in the long-term impact of our partners. As this grant relates to a final grant or one time grant, please tell us your future strategic and financial plans for the project.

KKF Feedback

- To support our ongoing efforts to evolve as a funding partner, please provide your anonymous insights via this Google Form. We truly value your transparency and partnership.