**Safeguard Monitoring Report Template**

**Grant Summary**

1. Grantee organization.
2. Grant title.
3. Grant number.
4. Proposed dates of grant.
5. Period covered by this report.
6. Date of preparation of report.
7. **Summary of activities implemented to comply with environmental and social standards:** This section should describe the actions you took during the reporting period to comply with the requirements of the relevant social and/or environmental standards. It should also include information on any environmental parameters that were monitored. Where relevant, descriptions of meetings with project stakeholders, including persons attending, issues discussed, and actions agreed (if any) should be given.
8. **Grievance mechanism:** This section should describe the grievance mechanism you have put in place for the project, and list any grievances received during the reporting period, including a summary of actions taken to address them.
9. **Action points:** This section should describe any measures that you need to implement to address adverse social or environmental impacts that were identified during the reporting period. Any measures that require changes to project design should be highlighted.
10. **Supporting documents:** Supporting documents should be submitted as attachments.