**SETTLEMENT NARRATIVE REPORT**

Catholic Crosscultural Services

FILE NUMBER

PROJECT NAME

Reporting Period:

**Progress on Planned Activities**

**Activity:** 1 - Indirect - Community Engagement - Project Start up and Needs Assessment

**Output Description:** Project staff hired, needs assessment produced

**Output Target: FY1 (2023-2024):** Needs assessment produced

On target

Over target

Under target

**Client Target: N/A**

On target

Over target

Under target

**Client Referrals:** N/A

**Next Steps:**

**Follow Up:**

**Activity:** 2 - Indirect - Community Engagement - Advisory Committee

**Output Description:**

FY1 (2023-2024): 4 Advisory Committee meetings held

FY2 (2024-2025): 1 Advisory Committee meeting held

**Output Target:**

On target

Over target

Under target

**Client Target:** N/A

On target

Over target

Under target

**Client Referrals:**

**Next Steps:**

**Follow Up:**

**Activity:** 3 - Indirect - Tool Development - Development of curriculum and toolkit

**Output Description:**

FY1 (2023-2024): Curriculum and toolkit developed

FY 2 (2024-2025): Curriculum and toolkit revised and finalized

In total 20 organizational recipients

**Output Target:**

On target

Over target

Under target

**Client Target:**

On target

Over target

Under target

**Client Referrals:**

**Next Steps:**

**Follow Up:**

**Activity:** 4 - Indirect - Community Engagement - Capacity-building and training sessions and collaboration space

**Output Description:** Capacity-building modules delivered

FY1 (2023-2024): 3 capacity-building modules delivered, total of 12 sessions, online collaboration space set up

FY2 (2024-2025): Online collaboration forum

Quantity:

**Output Target:** 3 modules, 40 reps from 20 organizations

On target

Over target

Under target

**Client Target:**

On target

Over target

Under target

**Client Referrals:**

**Next Steps:**

**Follow Up:**

**Activity:** 5 - Indirect - Community Engagement - Mentoring activities

**Output Description:**

FY1 (2023-2024): 6 group mentoring meetings held

FY2 (2024-2025): 6 group mentoring meetings held

**Output Target:** 20 mentoring activity participants

On target

Over target

Under target

**Client Target:**

On target

Over target

Under target

**Client Referrals:**

**Next Steps:**

**Follow Up:**

**Activity:** 6 - Indirect - Community Engagement - Organizational Readiness Assessment, Action Plan and Alumni Network

**Output Description:**

FY1 (2023-2024): Organizational Readiness Assessment developed and implemented

FY 2 (2024-2025): Alumni Network created, Networking Event held

**Output Target:** Organizational Readiness Assessment, Alumni Network, one Networking Event

On target

Over target

Under target

**Client Target:**

On target

Over target

Under target

**Client Referrals:**

**Next Steps:**

**Follow Up:**

**Activity:** 7 - Indirect - Research Activities - Evaluation and Final Assessment of Project Outcomes

**Output Description:**

FY1 (2023-2024): Evaluation framework and tools developed and implemented

FY 2 (2024-2025): Evaluation report produced

**Output Target:**

On target

Over target

Under target

**Client Target:**

On target

Over target

Under target

**Client Referrals:**

**Next Steps:**

**Follow Up:**

**General Information**

**Challenges:**

**Outstanding Advances:** N/A

**Follow-up:**

**Successes/Promising Practices:**

**Organizational Updates:**

**Staffing:**

**Overhead: N/**

**Upcoming events or meetings:**

**Professional Development:**

**Documentation on File:**

Basic Recipient Information form

Annual Financial Statement

Legal History Form

Lease agreements

Licenses (as applicable)

Detailed Salary Worksheet

Detailed Budget

**Any Additional Comments:**