



# PROJECT REPORT FOR IN-CANADA EMERGENCY RESPONSE (ICE)

ORGANIZATION NAME		
ORGANIZATION /CONTACT DETAILS	Name:	
	Title:	
	Organisation Address:	
	Phone:	Mobile:
	Fax:	
	Email:	
PROJECT TITLE		
PROJECT REPORTING PERIOD:		
PROJECT LOCATION		

## PART A: NARRATIVE REPORT

Please describe your main activities during this reporting period

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**2. Please provide number of women, girls, men and boys who received assistance directly and indirectly**

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**3. Please describe any obstacles you may have encountered during your response**

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**4. If you worked with a community or government agency or any other stakeholders, please name them and describe the nature of collaboration**

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**5 Please note any additional information that you feel worth sharing with PWRDF regarding In-Canada Emergency Response**

**6. LESSONS LEARNT (for final report): Please describe the lessons learned from this response, which will inform future emergency responses in Canada by your diocese/agency and or PWRDF**

## **PART B: FINANCIAL REPORT (Please use an EXCEL Sheet if possible)**

<b>FINANCIAL REPORT</b>	Total Received from PWRDF =
	Total Spent during the Reporting Period =

SN	DESCRIPTION/ITEM	Budget	Actual expense	REMARKS
1	e.g. Food for evacuees			
2	e.g. volunteer honorarium or transportation/mileage			
3	e.g. Clothing			
4	e.g. Non-food items (cookware, blankets, gas, etc.)			
5	e.g. First Aid supplies			
6	e.g. gift cards			
7	<b>TOTAL Emergency Response Expenses</b>			

