

Never miss a donor deadline again.

Most grant trackers break at about eight awards — and always for the same reason: they are built one row per grant. This guide shows the fix (one row per obligation), the four donor formats, and the reporting calendar that runs itself.



What you will be able to do

Build a tracker that survives a growing portfolio. Re-lay your data for FCDO, EU, UN and the World Bank. And keep an audit trail a funder will accept.

Why grant trackers break

An award is not one deadline. It is five to fifteen separate things owed, each with its own date and its own owner. Model that as one row per grant and the sheet grows sideways — and the question people actually ask has no answer.

WHAT IS “OBLIGATION”?

One thing you owe a funder: a report, a certification, a revision window, a closeout.

“What is due in March?” has no answer when the dates are spread across thirty columns.

Stack the obligations in one column, tagged to the award, and that question becomes a filter.

■ IN SUMMARY

One row per grant grows sideways. One row per obligation grows downward — which is what spreadsheets are good at.

The six obligations every award carries

Not every award has all six, but most have most of them. List them once, then track them.

01	Interim financial report
02	Final report
03	Performance report(s)
04	Budget revision window
05	Match certification
06	Closeout package

The tracker, restated

Grants sheet (one row per award) · Obligations sheet (one row per obligation) · a 30/14/7-day warning ladder · a dashboard that answers “what is due this month”.

The four donor formats, side by side

Every funder wants the same spine — indicator, baseline, target, result, source — in a different wrapper. Learn the wrapper; keep one source of truth.

FCDO	Logframe results plus a value-for-money narrative and milestones.
EU external action	Logframe plus intervention logic and the OECD-DAC criteria.
UN agencies	Results framework with indicator reference sheets.
World Bank	Results framework with indicator definitions and baselines.

Never maintain two sets of numbers. Derive each donor's report from the same indicator tracker; the format changes, the data does not.

Build the reporting calendar

A calendar is not a list of dates; it is a list of obligations with owners and warning points.

- 1 List every obligation**
From the grant agreement — not from memory.
- 2 Give each a date and an owner**
One named person per obligation.
- 3 Add a warning ladder**
30, 14 and 7 days before, so nothing surprises you.
- 4 Review weekly**
Ten minutes, every Monday, on what is due and what is overdue.

■ IN SUMMARY

The calendar is the product. If it maintains itself, the deadlines stop being a scramble.

What every donor report must contain

Whatever the format, the spine is fixed. Miss one of these and the report comes back.

- Results against each agreed indicator.
- A named means of verification for every result.
- Disaggregated data — sex, disability, location.
- An honest account of underperformance.
- A risk and assumptions update.
- Any target change, with the reason.

The audit trail a funder accepts

When an auditor asks how a figure moved, the answer is a record — not a memory.

Keep three records

The indicator tracker (one source of truth) · a data-quality log (what you excluded and why) · a provenance ledger (claim, source, type) for anything AI-assisted.

“We dropped 14 records: 9 duplicates, 5 incomplete” is a sentence an auditor trusts.

Reporting after the funding shifts

With funding reshaped, many programmes moved to FCDO, EU, UN or pooled funds — each with its own format and its own emphasis on value for money.

The practical effect

More formats, shorter windows, and more demand for disaggregated results and localisation evidence. The teams coping best keep one clean tracker and re-lay it out per funder.

Re-map early

When funding changes, re-map the logframe to the new donor's template before the next deadline — not during it.

The five mistakes that cost you

Each of these is common, and each is avoidable.

- One row per grant instead of one row per obligation.
- Two sets of numbers for two donors.
- Results with no named source.
- A narrative that contradicts the table.
- A silent target change.

■ GO FURTHER – THE PRO EDITION

The Pro edition adds the ready-made tracker (with the 30/14/7 warning ladder), the four donor templates, and the audit-trail pack.

\$79 · downloadable PDF with every template. Or get it included with the video course. For teams, write to contact@evaluationai.com.