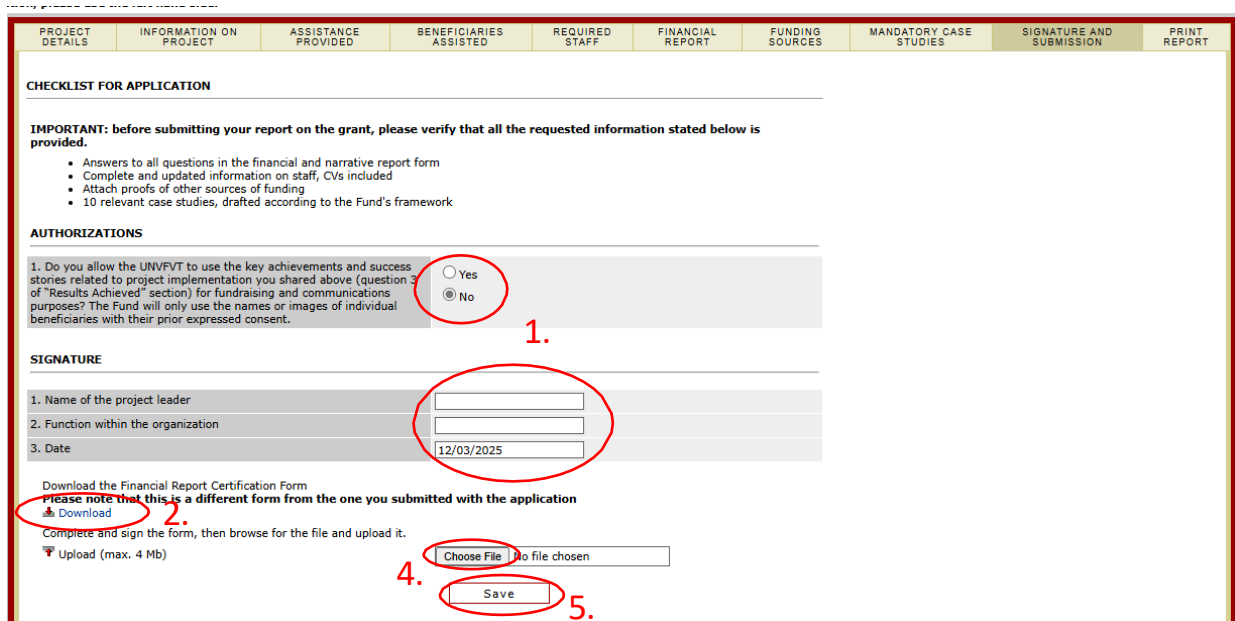


Submission of the Final Narrative and Financial Report Job Aid

1. In the “**Signature and submission**” tab, fill out “**Authorizations**” and “**Signature**” sections.
2. Click on the **Download** button to save the **Financial Report Certification Form** template to your computer.
3. Open the downloaded template, complete all required fields, and sign the form.
4. Click on “**Choose File**” to browse for the signed Financial Report Certification form.
5. Click on “**save**” to upload the file to GMS.



PROJECT DETAILS **INFORMATION ON PROJECT** **ASSISTANCE PROVIDED** **BENEFICIARIES ASSISTED** **REQUIRED STAFF** **FINANCIAL REPORT** **FUNDING SOURCES** **MANDATORY CASE STUDIES** **SIGNATURE AND SUBMISSION** **PRINT REPORT**

CHECKLIST FOR APPLICATION

IMPORTANT: before submitting your report on the grant, please verify that all the requested information stated below is provided.

- Answers to all questions in the financial and narrative report form
- Complete and updated information on staff, CVs included
- Attach proofs of other sources of funding
- 10 relevant case studies, drafted according to the Fund's framework

AUTHORIZATIONS

1. Do you allow the UNVFT to use the key achievements and success stories related to project implementation you shared above (question 3 of "Results Achieved" section) for fundraising and communications purposes? The Fund will only use the names or images of individual beneficiaries with their prior expressed consent.

☐ Yes ☒ No **1.**

SIGNATURE

1. Name of the project leader

2. Function within the organization

3. Date

Download the Financial Report Certification Form
Please note that this is a different form from the one you submitted with the application

 **Download** **2.**

Complete and sign the form, then browse for the file and upload it.

 Upload (max. 4 Mb)

Choose File **4.**

Save **5.**

6. Click "Save" below the blue table. When a pop-up window appears, click "OK" to confirm the submission of the **Final Financial and Narrative Report**.

Please note that once the report is submitted, it cannot be modified.

Download the Financial Report Certification Form
Please note that this is a different form from the one you submitted with the application

 **Download**

Complete and sign the form, then browse for the file and upload it.

 Replace (max. 4 Mb)

Choose File

Financial Report Certification Form	
View	TEST PAGE.pdf Uploaded by Pascal TEST on 12/03/2025 11:04:38

Save **6.**

7. Click on the **Download** below the blue box to save the **Final Narrative and Financial Report** to

your computer in pdf format.

8. Open the downloaded report and sign the last page.
9. Click on **“Choose File”** to upload the signed **Final Narrative and Financial Report**.

Financial Report Certification Form	
View	TEST PAGE.pdf Uploaded by Pascal TEST on 12/03/2025 11:04:38

To finalize the submission of the Final Financial and Narrative Report, please download the report, sign it and upload the final signed version.

7. [Download](#)

Upload (max. 4 Mb)

9. [Choose File](#) No file chosen

☐ I have read and agree with the terms of the Guidelines of the Fund for the use of Applicants and Grantees.

[Submit narrative and financial report](#)

10. Below the new blue table, tick the box to accept the terms of the Guidelines.
11. Click on **“submit narrative and financial report”** to submit the signed report and finalize the reporting process.

Signed Financial and Narrative Report	
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10. ☐ I have read and agree with the terms of the Guidelines of the Fund for the use of Applicants and Grantees.

[Submit narrative and financial report](#) **11.**