

GRANTEE TOOLKIT

MPF Handbook on Grant Financial Management

This document seeks to clarify some of the most practical aspects of grant financial management and reporting by means of case studies, examples and tips to help you to manage your grant successfully.

For this reason, before digging into the contents of this document, please do not forget to carefully read the Grant Contract!



Guide for Narrative Reporting

Provides clear instructions on how to report your project's progress using the required template. It ensures your report is concise, aligned with the Logframe, and supported by accurate, verifiable data so results can be assessed consistently.



MPF Monitoring, Evaluation, and Learning (MEL) Guide for Applicants

This MEL Guide was designed to support you in developing robust, impactful, and clearly measurable project proposals. This guide aims to simplify MEL, equipping the applicants with the insights and instruments to clearly define project objectives and effectively measure its progress.



Communication Guidelines & Short Explainer Videos

Communication Guidelines are designed to help grantees work with confidence across key areas of communications:

1. [Crafting the Communication Blueprint](#) – set your project's communication plan without complications.
2. [Storytelling for Impact](#) – learn how to turn real moments into powerful stories.
3. [Engage & Empower](#) – strengthen teamwork and build trust with stakeholders.
4. [Social Media Magic](#) – make your digital content easier, more engaging, and more consistent.
5. [Traditional Media](#) – share your message through TV, radio, and print with clarity.
6. [Crisis Communication 101](#) – stay prepared and respond calmly when challenges arise.



**Watch
videos**

The **1-minute videos** walk you through each module in a friendly, accessible way and help you apply the guidelines quickly in your day-to-day work.