

# HRGF Christmas with Hope

## Deliverables – [SCALPED]

### **Project Plan Documentation:**

- Detailed project plan outlining objectives, timelines, and activities.

### **Needs Assessment Report:**

- Comprehensive report detailing the findings from the data collection across all 36 states.

### **Publicity and Awareness Materials:**

- Flyers, social media posts, and other promotional content used throughout the campaign.

### **Proposals and Requests for Funding:**

- Formal proposals and contribution request documents sent to potential donors and partners.

### **Procured Food Items:**

- The actual food supplies ready for sorting and distribution.

### **Sorted and Packaged Food Kits:**

- Completed food packages ready for distribution, including Ziplock bags or other packaging materials.

### **Coupons and Collection Tags:**

- Prepared collection documents to organize the distribution process.

### **Volunteer Training and Preparation Records:**

- Documentation of volunteer meetings and training events.

### **Registered Beneficiary Lists:**

- Verified records of registered beneficiaries eligible to receive food items.

### **Distributed Food Packages:**

- Confirmation and records of the food items distributed to beneficiaries across all 36 states.

### **Stakeholder and Volunteer Meeting Notes:**

- Minutes from meetings held post-distribution for feedback and review.

### **Monitoring and Evaluation Report:**

- A detailed report summarizing observations, challenges, and feedback from the project execution.

**Financial Review Report:**

- Analysis of budgeted versus actual costs and any remaining funds.

**Impact Assessment Report:**

- Documentation assessing the impact of the project on the target communities.

**Final Project Report and Documentation:**

- Comprehensive report summarizing all phases of the project, including challenges, successes, and lessons learned, for submission to stakeholders and partners.