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Impact Report Template: Measure and Communicate Your Sustainability Success

1. Cover page

- Organization name and logo
- Impact Report title (e.g., "2025 Impact Report")
- Inspiring image aligned with your mission
- Tagline or mission statement
- Reporting period

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2. Table of Contents

- Overview
- About Us
- Our Impact
- Stories of Change
- Metrics and Data
- Financial Overview
- Looking Ahead
- Acknowledgments
- Contact Information



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3. Overview

- Brief welcome message from leadership
- Summary of key impacts achieved
- Why this impact report matters to your stakeholders

4. About Us

- Mission and vision
- Core values
- Overview of programs and initiatives
- Alignment with SDGs or ESG principles



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5. Our Impact

- Highlight 3-5 key achievements (e.g., emissions reduced, communities reached, products recycled)
- Use clear visuals (icons, infographics, images)
- Align your impacts with your mission statement

6. Stories of Change

- Share 2-3 short stories demonstrating real-life impact on people, communities, or the environment
- Include quotes, photos, or testimonials
- Keep storytelling concise and authentic

7. Metrics and Data



- Use charts, graphs, and numbers to illustrate:
 - Environmental impacts (e.g., CO2 reductions, energy saved)
 - Social impacts (e.g., people trained, community projects)
 - Progress against goals
- Include a section on your methodology for transparency

8. Financial Overview



- Summary of revenue and expenses
- Funding sources
- Investment in programs and impact initiatives
- Use a pie chart or bar graph for clarity

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9. Looking Ahead



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- Outline your goals for the next year
- Mention upcoming projects or areas for growth
- Share a call-to-action for stakeholders to join your mission

10. Acknowledgments



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- Thank partners, funders, volunteers, and team members
- Optionally, add photos or a collage

11. Contact Information

- Contact person and email
- Website and social media handles
- QR code linking to your full online report or donation page

Tips for Using This Template:

- Keep it clear and visually appealing
- Use your brand colors and fonts for consistency
- Incorporate storytelling with data for engaging, credible reporting
- Export as PDF for sharing with stakeholders

Download now and start showcasing your mission-driven results in a professional way.

Or

**Follow the ESG Reporting Training at
www.esgacademy.education**

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