

Writing Outcomes and Evaluation Measures for your Grant Application

Well-defined and measurable outcomes will greatly improve your chances of receiving grant funding for your organisation. Outcomes assist the assessors to understand what you are setting out to achieve and how you will be doing this. It will also show the assessors that you have a plan to keep the project on task.

WHAT ARE OUTCOMES?

Outcomes are what you want to gain at the end of the project eg. People over the age of 65 years in the Ryde area will have an improved understanding of how to access services at the end of the project.

Think about the **who, what, when and where** of the impact of your project.

It is also useful to consider if these impacts be lasting and sustainable or if they will only be for the duration of your project?

WHAT ARE EVALUATION MEASURES?

Evaluation measures let assessors know how you are planning to measure the proposed outcomes of your project. An outcome often has more than one evaluation measure.

When you write evaluation measures use SMART goals:

- Specific - What change will you measure?
- Measurable - How many will be impacted by the change?
- Achievable - Is the project able to make the changes you have stated?
- Realistic - How great will the change be?
- Timely - What is the timeframe for the change?

Examples of Measurable Goals are written below:

- At least 100 people who live or work in the Ryde Local Government Area will attend the XYZ creative activity between 15 – 20 May 2021.
- At the conclusion of the 10 week program, 90% of attendees will be aware of how to access youth crisis services in the City of Ryde.
- There is a 10% increase in membership of the XYZ choir group by the end of September 2021.

Your project should include resources for undertaking evaluation measures. This may include administrative time to calculate the number of attendees, the development of a survey to measure the satisfaction level of the participants or a scale to show the number of improvements in a certain area. You can include evaluation costs in your grant budget. This is usually no more than 10% of your total grant budget.

Note evaluation is not something that you do at the end of the project. You will need to consider evaluation at each step of the process. It will assist you to secure future funding if you are able to clearly show measurable outcomes.

Evaluation measures should be reported in your progress and acquittal reports to demonstrate the success or issues you are experiencing with your project (refer to the “Acquittal” help sheet).

FURTHER INFORMATION

If you require further information regarding the acquittal process, please contact the Grant Coordinator on **9952 8222** or email commgrants@ryde.nsw.gov.au