

Appendix 2: Final report template

Title of your initiative:

Region(s):

Total initiative cost:

Funding contributions:

Active period:

Beneficiaries:

1. Overview

- Provide a brief overview of the initiative.

2. Opportunity

- What was the context in the community at the time? Why was this initiative important? Include statistics where possible.

3. Approach

- What were the aims of the initiative and the activities that took place – what was delivered and how?
- How does this align with best practice, or trial new approaches? What is interesting about this?
- Who benefitted? Who were the target community and how did the approach align to their identified needs/opportunities?

4. Impact

- What outcomes were achieved and did these align to expectations?
- What evidence is there of these outcomes?
- Were there any unintended outcomes?

5. What worked?

- What were the top learnings or success factors?
- What are the 'top three tips' for others trying something similar?
- Any other interesting insights?

6. What didn't work/what could be done differently?

- Does anything come to mind about the initiative that you might have changed with the benefit of hindsight?

7. References (Optional)

- Include here documents you have referenced in this report or relevant research that informed how you planned and delivered your grant.

8. Additional information

- Provide any relevant links to the initiative or organisation website if applicable, or other key resources that give additional insight to the grant e.g., links to images or videos.