



AUSTRALIAN SPORTS OUTREACH PROGRAM

Pacific Sports Development Grants

PROJECT COMPLETION REPORTING TEMPLATE

GENERAL INFORMATION

This Project Completion Report Template for the Australian Sports Outreach Program (ASOP) Sport Development Grants (SDG) aims to provide you with a straightforward way to report to the Australian High Commission/Embassy when you complete your project. Completing a reporting and financial acquittal of the total grant amount are requirements of accepting a grant and are the responsibility of the recipient organisations main contact person.

The report is designed to provide us with a simple summary of:

- what you wanted to achieve
- whether you achieved this
- the community target groups the project was aimed at
- the numbers of people who participated and benefited from the project
- any problems you experienced, and
- any future plans you have, based on the project.

Most of the basic information about the project will be the same as you told us in your project application. We also want to know what happened while the project was under way, what the outcomes of the project were and some information about people who participated in the project.

The reason for asking this is so that the Australian Government has information from which it can provide better reports about outcomes of sport development initiatives, which may be useful in planning or supporting future projects and activities.

As well as completing this short report template, you may send additional information and photographs (with descriptions) if you want to.

You may also find the report useful for your own records on the project and to assist in making future grant applications.

When you complete this report, please return it to the Australian High Commission/Embassy person you dealt with to get your project grant.

Report due date: _____

PROJECT OUTCOME INFORMATION

5 PARTICIPATION

5.1 Please fill in the table below to show who participated in the project

FACTOR MEASURED	NUMBER/RESPONSE
Number of males participating	
Number of females participating	
Number of children under 15 participating	
Number of people with disabilities participating	
Rural or Urban population	
Were any health messages delivered during the activities (eg HIV/AIDS or diabetes information)(Yes/No)	
What types of people participated in the project (also give numbers): teachers school children athletes coaches administrators volunteers employed unemployed	

6 OBJECTIVES AND OUTCOMES (base your replies on the application you submitted)

6.1 What was the overall goal of the project (as identified in Section 8 of your application) and tick the box to show how well do you think you achieved it?	Totally achieved	Partly achieved	Not achieved
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Indicate the planned or intended project outcomes (as you identified in your project funding application at Point 2) and then tick the boxes to indicate how well you think each was accomplished.	Totally achieved	Partly achieved	Not achieved
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 PROJECT ASPECTS

7.1 What was the best thing about the project?:

7.2 What were the main benefits for sport for you/your community?:

7.3 What role did women play in the project?

7.4 If you told someone about this project, what would you say about it?:

7.5 Did you have to make any changes to your project plans so you could get the outcomes you wanted? If, yes, then please tell us what you did:

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7.6 If this project was to be run again, please tell us if you would do anything differently:

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7.7 If the activities are going to continue, how will funding be arranged and how will people be organised to coordinate or deliver the project?

7.8 Was there any media coverage of the project (newspaper, radio or TV)?

yes

no

don't know

If YES, please provide the High Commission/Embassy with a copy of any materials if you can

7.9 Did you collect any information about how the project affected your sporting community? If you did, please attach it to this report.