**Volunteer Management Activity 2022-26 Project Based Grants**

**Funding Report Templates**

**Reporting Requirements**

Project Leads in receipt of funding from the VMA 2022-2026 Project Based Grants are required to submit reports on the following schedule.

1. **Interim Progress reports** (Due October and April) **(See Part 4)**
2. **Mid-term report** (Due December 31st) **(see Part 5)**
3. **Final Report** (Due June 30th) **(see Part 6)Part 1: Organisation and Activity Details**

|  |  |
| --- | --- |
| **Principal** | Volunteering WA |
| **Organisation** |  |
| **Activity Details** | Delivery of activities outlined below as completed by the Project Lead’ and approved by the Principal |
| **Activity Start Date** | 01/07/202x |
| **Mid-funding Reporting Due Date** | 31/12/202x |
| **Grant End Date** | 30/06/202x – subject to successful completion of the first six-month activity deliverables/ milestones |
| **Activity Duration (months)** | 12 months |
| **Final Report Due Date** | 30/06/202x |
| **Total Funding** | $xxxxx (+GST)  First half-grant period 1/07/202x – 31/12/202x $xxxxx (+GST)  Second-half grant period 1/01/202x $xxxx (+GST)  Note: Funding for the second-half grant period subject to successful performance during first half grant period. |
| **Activity Purpose** | To help break down barriers to volunteering faced by one or more of the six identified priority groups. This must occur by supporting volunteer managers and Volunteer-Involving Organisations to build their capacity to engage and support priority group volunteers in a meaningful and respectful manner. |

**Part 2: Project Overview**

As per your VMA 2022-26 Grants: Project Application Form – outline project overview and priority group focus.

|  |  |
| --- | --- |
| **Project Overview:**  **Based on overview included in Project Application Form.** |  |
| **Priority Group(s):**  **Identify which priority groups will be the focus of this project.** |  |

# 

# ****Part 3: Project Plan: Objectives and Deliverables****

As per your VMA 2022-26 Grants: Project Application Form(using SMART principles – Specific, Measurable, Achievable, Realistic and Timely)

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Period** | **Project Objectives** | **Deliverables** | **Measures of Success** |
| July – September 202x |  |  |  |
| October – December 202x |  |  |  |
| January – March 202x |  |  |  |
| April – June 202x |  |  |  |

**Part 4: Interim Progress Reports**

**Due on the Monday of the first week in OCTOBER and the first week of APRIL.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Project Lead:** |  | | |
| **Completed by:** |  | **Date:** |  |
| **Reporting Period:** | 1 July – 30 September (Due first week of October) | 1 January – 31 March (due first week of April) | |

1. **PROJECT AWARENESS AND COMMUNITY ENGAGEMENT** (Please only report total NUMBERS in this section)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type**  Only report on activity that is **DIRECTLY** related to your project | **Number posted / emailed** | **Number of engagements** (e.g. likes, or opens) | **Postcode Reach - Metro/ Regional**  Include postcodes of project participants related activities. |
| Social Media Posts |  |  |  |
| Electronic Newsletters and/or other promotional activity (including website updates) |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type**  Only report on activity that is **DIRECTLY** related to your project | **Number** **attendees** | **Number of VIOs engaged in activity.** | **Number who found it helpful** (scored 1-5) | | **Number able to implement changes** (scored 1-5) | | **Postcode Reach - Metro/ Regional**  Include postcodes of project participants related activities. |
| **Training/ events/ expos/workshops** \*  **(please note total number of responses for each question - scaled from one to five)** |  |  | 1 |  | 1 |  |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |
| 4 |  | 4 |  |
| 4 |  | 5 |  |

**\*Training / Events / Workshops / Expos feedback**

**All participants should be surveyed after an event/training session or workshop. Surveys must include the following three standard VMA questions below.**

1. **How helpful was this event/training/workshop? Scaled 1 (low) to 5 (high)**
2. **What was the main thing you learnt today? (TEXT FIELD)**
3. **How well do you rate your ability to implement any changes following this event/training/workshop? Scaled 1 (low) to 5 (high)**
4. **STAKEHOLDERS, COLLABORATION AND PARTNERSHIPS**

(engaged during the interim three-month period)

|  |  |
| --- | --- |
| **Stakeholder** | **Interest/ Impact of engagement** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **PROJECT ACTIVITIES**

(engaged during the interim three-month period)

* Recruitment, engagement & retainment of priority group volunteers
* Developing/testing volunteer management techniques
* Development of resources including templates ☐
* Research and/or reporting ☐
* Other: *(please detail)*

1. **OUTCOMES**

|  |
| --- |
| **Impact of Engagement, Collaboration or Innovation (can include learnings from event/training/workshop surveys)** |
|  |

**Part 5 Mid-term Reporting**

**Due December 31st**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Lead:** |  |
| **Completed by:** |  |
| **Reporting Period:** | 1 July – 31st December |

**5.1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Objective** | **Deliverables** | **Timeframe** | **Measures of Success** | **Reported Outcomes** |
|  |  |  |  |  |

**5.2 PROJECT LEARNINGS**

**Provide key learnings from the first half of the project:**

**Designing and delivering the project:**

**Volunteer management:**

**CASE STUDY 1**

|  |
| --- |
| **Brief background to case study (1 short paragraph):** |
| **Approach taken to promote inclusive volunteering/volunteer management (2 short paragraphs including successes and challenges):** |
| **Outcomes for inclusive volunteering/volunteer management (1 short paragraph or list):** |
| **Key learnings for VIOs (list):** |
| **Quotes and/or high resolution photos relating to the case study (with approval):** |

**CASE STUDY 2**

|  |
| --- |
| **Brief background to case study (1 short paragraph):** |
| **Approach taken to promote inclusive volunteering/volunteer management (2 short paragraphs including successes and challenges):** |
| **Outcomes for inclusive volunteering/volunteer management (1 short paragraph or list):** |
| **Key learnings for VIOs (list):** |
| **Quotes and/or high resolution photos relating to the case study (with approval):** |

**5.3 PROJECT AWARENESS AND COMMUNITY ENGAGEMENT** (Please only report total **NUMBERS** in this section)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type**  Only report on activity that is **DIRECTLY** related to your project | **Number posted / emailed** | **Number of engagements** (e.g. likes, or opens) | **Postcode Reach - Metro/ Regional**  Include postcodes of project participants related activities. |
| Social Media Posts |  |  |  |
| Electronic Newsletters and/or other promotional activity (including website updates) |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type**  Only report on activity that is **DIRECTLY** related to your project | **Number** **attendees** | **Number of VIOs engaged in activity.** | **Number who found it helpful** (scored 1-5) | | **Number able to implement changes** (scored 1-5) | | **Postcode Reach - Metro/ Regional**  Include postcodes of project participants related activities. |
| **Training/ events/ expos/workshops** \*  **(please note total number of responses for each question - scaled from one to five)** |  |  | 1 |  | 1 |  |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |
| 4 |  | 4 |  |
| 4 |  | 5 |  |

**\*Training / Events / Workshops / Expos feedback**

**All participants should be surveyed after an event/training session or workshop. Surveys must include the following three standard VMA questions:**

1. **How helpful was this event/training/workshop? Scaled 1 (low) to 5 (high)**
2. **What was the main thing you learnt today? (TEXT FIELD)**
3. **How well do you rate your ability to implement any changes following this event/training/workshop? Scaled 1 (low) to 5 (high)**

**5.4 STAKEHOLDERS, COLLABORATION AND PARTNERSHIPS**

(engaged during the six-month period)

|  |  |
| --- | --- |
| **Stakeholder** | **Interest/ Impact of engagement** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**5.5 EXPENDITURE**

**Provide details of all costs associated with the MID-TERM delivery of the project against the agreed budget:**

|  |  |  |
| --- | --- | --- |
| **Project Items** | **Expenditure for reporting period:** | **Budgeted Amount** |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| **GST** (if applicable) | $ | $ |
| **Total** | **$** | **$** |

**5.6 RISK MANAGEMENT**

Please review your Project’s Risk Management Matrix as per VMA 2022-26 Grants: Project Application Form. Please provide any details of the additional risks or barriers you have identified to the success of your project and how you may mitigate or manage these below.

**5.6.1 DECLARATION**

On 31/12/202xI have reviewed the Project Risk Management Matrix as per VMA 2022-26 Grants: Project Application Form and have identified **no additional risks**

**OR complete the following management plan for any additional risks.**

**6.6.2 REVISED RISK MANAGEMENT PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategic Risk** | **Risk description** | **Initial Risk rating** | **Treatment plan** | **Residual Risk rating** |
|  |  |  |  |  |
|  |  |  |  |  |

# 5.7 SUPPORTING DOCUMENTATION.

All documents developed as part of this VMA funding are to be shared with VWA in an editable format and attached to this report. All supporting documentation will acknowledge VWA and the DSS with the following wording.“This project has been funded by the Australian Government Department of Social Services through the Volunteer Management Activity and Volunteering WA”.

Any document which incorporates the use of the Project Lead’ logo should also be co-branded with a full colour high resolution logo from Volunteering WA. The use of the VWA logo will be supplied. This includes videos, photos, research reports, resources, case studies, templates, research, feedback or/and evaluations.

|  |
| --- |
| **Documents and any other comments on the project** |
|  |

# 5.8 SIGN-OFF

**MID-TERM REPORT Signed for and on behalf of:**

|  |  |  |
| --- | --- | --- |
| **Party** | **Volunteering WA** | **Project Partner** |
| Signature: |  |  |
| Full Name and  Position of Authorised Officer: |  |  |
| Date: |  |  |

**Part 6 Final Reporting**

**Due 30th June**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Lead:** |  |
| **Completed by:** |  |
| **Reporting Period:** | 1 July – 31st December |

**6.1 REPORTED OUTCOMES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Objective** | **Deliverables** | **Timeframe** | **Measures of Success** | **Reported Outcomes** |
|  |  |  |  |  |

**6.2 PROJECT LEARNINGS**

**Provide key learnings from the first half of the project:**

**Designing and delivering the project:**

**Volunteer management:**

**CASE STUDY 1**

|  |
| --- |
| Brief background to case study (1 short paragraph): |
| Approach taken to promote inclusive volunteering/volunteer management (2 short paragraphs including successes and challenges): |
| Outcomes for inclusive volunteering/volunteer management (1 short paragraph or list): |
| Key learnings for VIOs (list): |
| Quotes and/or high resolution photos relating to the case study (with approval): |

**CASE STUDY 2**

|  |
| --- |
| Brief background to case study (1 short paragraph): |
| Approach taken to promote inclusive volunteering/volunteer management (2 short paragraphs including successes and challenges): |
| Outcomes for inclusive volunteering/volunteer management (1 short paragraph or list): |
| Key learnings for VIOs (list): |
| Quotes and/or high resolution photos relating to the case study (with approval): |

**6.3 PROJECT AWARENESS AND COMMUNITY ENGAGEMENT** (Please only report total **NUMBERS** in this section)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type**  Only report on activity that is **DIRECTLY** related to your project | **Number posted / emailed** | **Number of engagements** (e.g. likes, or opens) | **Postcode Reach - Metro/ Regional**  Include postcodes of project participants related activities. |
| Social Media Posts |  |  |  |
| Electronic Newsletters and/or other promotional activity (including website updates) |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type**  Only report on activity that is **DIRECTLY** related to your project | **Number** **attendees** | **Number of VIOs engaged in activity.** | **Number who found it helpful** (scored 1-5) | | **Number able to implement changes** (scored 1-5) | | **Postcode Reach - Metro/ Regional**  Include postcodes of project participants related activities. |
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| 2 |  | 2 |  |
| 3 |  | 3 |  |
| 4 |  | 4 |  |
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2. **What was the main thing you learnt today? (TEXT FIELD)**
3. **How well do you rate your ability to implement any changes following this event/training/workshop? Scaled 1 (low) to 5 (high)**

**6.4 STAKEHOLDERS, COLLABORATION AND PARTNERSHIPS**

(engaged during the six-month period)

|  |  |
| --- | --- |
| **Stakeholder** | **Interest/ Impact of engagement** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**6.5 EXPENDITURE**

**Provide details of all costs associated with the Final delivery of the project against the agreed budget:**

|  |  |  |
| --- | --- | --- |
| **Project Items** | **Expenditure for reporting period:** | **Budgeted Amount** |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| **GST** (if applicable) | $ | $ |
| **Total** | **$** | **$** |

**6.6 RISK MANAGEMENT**

Please review your Project’s Risk Management Matrix as per VMA 2022-26 Grants: Project Application Form. Please provide any details of the additional risks or barriers you identified to the success of your project and how you mitigated or managed these below.

**6.6.1 DECLARATION**

During the second half of the project deliverywe reviewed the Project Risk Management Matrix as per VMA 2022-26 Grants: Project Application Form and identified **no additional risks**

**OR complete the following management plan to show how you mitigated any additional risks.**

**6.6.2 REVISED RISK MANAGEMENT PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategic Risk** | **Risk description** | **Initial Risk rating** | **Treatment plan** | **Residual Risk rating** |
|  |  |  |  |  |
|  |  |  |  |  |

# 6.7 SUPPORTING DOCUMENTATION.

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|  |
| --- |
| **Documents and any other comments on the project** |
|  |

# 6.7 SIGN-OFF

**FINAL REPORT Signed for and on behalf of:**

|  |  |  |
| --- | --- | --- |
| Party | Volunteering WA | Project Partner |
| Signature: |  |  |
| Full Name and  Position of Authorised Officer: |  |  |
| Date: |  |  |