

**Intake Form Title:** Progress Report

**Request:** *Title of your Program*

**Organization:** *Granting partner*

## About this Report

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**Legal Name**

*Organisation name*

**Grant Name**

*Title of your Program(SFCC)*

**Grant Amount**

\$600,000.00

**Organisation Primary Contact**

*Granting Partner contact*

**PRF Contact**

Nicola Cannon

**Report Due Date**

30 August 2026

## 1. Implementation

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**1.1 Please describe the activities implemented since the last report**

Activities could be stated in the grant agreement, or agreed to in a workplan. Please include appropriate evidence and indicators of the activities, including a description of any outputs generated.

*Please limit your answer to 1500 characters.*

**\* 1.2 How does the implementation compare with plans and expectations?**

*Please select an option from the list.*

*Rating descriptions*

|                       |   |
|-----------------------|---|
| <b>As planned</b>     | All activities critical to the progress or success of this stage of the initiative have been completed as planned, and funds and resources have been used as was forecast.  |
| <b>On track</b>       | On track with some issues/challenges that led to some variation from the implementation plan, e.g., activities reached most but not all of the groups they were planned to reach; timing and/or scope of activities shifted. Resources have mostly been used as forecast, or with minor variances.  |
| <b>Changing track</b> | A significant adjustment to planned activities was required by factors outside the control of partners, e.g., variations to the implementation plan were justified in response to changing needs of target groups; the external environment changed; or important new information became available. |
| <b>Off track</b>      | There were substantial variations to the implementation plan and/or the use of resources resulting in delays, e.g., activities have not occurred as planned; only a small proportion of the target groups have been reached; and/or the delivery has not been at an acceptable level or quality.    |

**1.3 Please provide more detail on why you chose this option**

*Please limit your answer to 1500 characters.*

## 2. Outcomes Progress Report

*This Outcomes Progress Report should tell a narrative about progress towards outcomes over time. Each report need not include progress on all outcomes each time: only report on the outcomes that are maturing by this stage of the partnership.*

**You can add more pages to report on additional outcomes in Question 2.7 below.**

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**\* 2.1 Outcome name**

Describe the outcome or group of outcomes to report on for this stage of the partnership (refer to the grant agreement or Reporting Plan for agreed outcomes).

**\* 2.2 Outcome level**

Indicate the level that this outcome or group of outcomes has reached at this stage of the grant.

**Outcome level descriptions:**

- No Change:** No evidence that this outcome has yet to emerge; possible signs that there are barriers or opposition to this outcome emerging.
- Limited:** Outcome has started to emerge in a limited way; it has been observed in some of the relevant cases or to a limited extent across a wide range of cases.
- Developing:** Outcome is showing some signs of maturity; it is emerging across a wide range of relevant cases; and is becoming embedded or sustained.
- Fully realised:** Outcome is at the final target level; it is happening regularly/consistently and well, across all relevant cases.

**\* 2.3 Describe and explain your choice of outcome level**

For example: provide appropriate outcome indicators; Were there variation/differences in outcomes across target groups? Do the different indicators used to measure outcomes show similar results? Are there other unintended outcomes (positive or negative)?

*Please limit your answer to 1500 characters.*

**\* 2.4 Explain what contributed to achieving the outcome**

For example: what produced the observed changes? What program activities were particularly effective? How much was the effectiveness due to your efforts and what was the contribution of external factors to supporting or hindering progress on outcomes.

*Please limit your answer to 1500 characters.*

**\* 2.5 Reflect on how the level you have reached for the outcome compares with expectations**

For example, the outcome might be developing, but this might be what is expected at this stage of the grant.

**\* 2.6 Please provide more detail on why you chose this option**

For example: were expectations about what was achievable realistic? Was it too early to see more change? In what ways could it have been better? What could have been done to achieve even stronger results? How does it continue the story developed by past reports, if any.

*Please limit your answer to 1500 characters.*

**\* 2.7 Would you like to report on another outcome?**

If you would like to report on another outcome, please select Yes to add another page.

## 3. Learning

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**3.1 Key learning**

Are there any key lessons learned about the cohort you are trying to serve, the sector you are working in, service systems, and/or approaches to systemic change initiatives?

*Please limit your answer to 1500 characters.*

**3.2 Please describe the opportunities and challenges that have arisen since the last report**

Are there any enablers that will help you continue to build and maximise the opportunities? For challenges, you may include anticipated future challenges. Also consider what risk mitigation strategies are in place and identify any support you believe would help you navigate the challenges.

*Please limit your answer to 2500 characters.*

**3.3 Are there policy or regulatory barriers from a government perspective that you have experienced?**

**3.4 Future plans**

What will be done to support progress towards outcomes in the future? For example: What is reasonable to achieve by the next report? Should planned activities and outputs be adjusted to ensure outcome targets are met? Should we change the way we collect data or the indicators we use to measure progress?

*Please limit your answer to 1500 characters.*

## 4. Financial Report

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### \* 4.1a Financial Report

Please upload a financial report for the grant showing planned budget, actual expenditure for the grant to date, and any variance.

*File not uploaded*

### \* 4.1b Variances

Please comment on any variance noted in the financial report.

## 5. Attachments and Links

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### \* 5.1 Publications

Were any publications produced with the grant funds since the last report?

### 5.2 Other documents

Please attach any relevant publications, tables, graphs or documents if required (up to 10 allowed).

## 6. Feedback to PRF

The Foundation continually strives to listen to partner views and ideas. Please take a few moments to respond to the following questions.

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\* **6.1 This grant provides appropriate funding and flexibility in the way funds can be spent to deliver on ambition and pursue emerging opportunities**

\* **6.2 The PRF team has established trust with my team and organisation, making us comfortable to raise issues.**

\* **6.3 The PRF team understands my organisation, our ambition, the sector and the communities in which we work.**

\* **6.4 The PRF team initiates contact and responds to requests in a timely, helpful and transparent way.**

### 6.1 Feedback

We value your perspective and appreciate your feedback as we look to continue to strengthen our work together. If you have anything to share, we would be delighted to hear it!

*Limit to 1500 characters.*