

Australian Volunteers Program

Australian  
Volunteers



**What you need to report on**  
as an Impact Fund grant recipient

April 2023

Australian  
Aid 

# Introduction to Impact Fund reporting

At the end of your project, using the Acquittal Form on SmartyGrants, we request the following information from you:

- 1** **Photos** – we ask you to provide at least two photos of your project.
- 2** **Narrative** – we ask you to tell us how the project went.
- 3** **Budget** – we ask you to account for all funds spent under the grant.
- 4** **Receipts** – we ask you to provide receipts for all expenses.

The following slides take you through in detail what is expected of you in answering each of the questions in the Acquittal Form. This guide is for Impact Fund recipients, as well as applicants who wish to learn more about reporting requirements for the Impact Fund.

# Please upload two photos of your project.

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- We ask that you provide at least two photos of your project. We are happy to receive more than two.
- Please provide high-quality, high-resolution (i.e. clearest and largest file size version available) images, ideally sent in both portrait and landscape format, in **.JPEG** or **.PNG** formats and not embedded in a PDF.
- Please don't provide any images featuring identifiable children.
- When photographing people living with disability, refer to our **Disability Style Manual – Images**.
- For tips on how to take a good photograph, see our **Photography guide** – although, where it suggests using a Smart phone, please, if available, use a better quality camera to ensure a higher resolution.

*Outcomes are the changes that occur for the beneficiaries of your project. These can be short-, medium-, or long-term outcomes, and are often framed as an increase or decrease in skills, knowledge, behaviour, or a change in policy, or social and environmental conditions, etc.*

- Refer to the intended outcomes of your project from your Application Form.
- In responding to this question, consider:
  - Did your project achieve the outcomes it set out to? How come?
  - What outcomes did it achieve?

# Challenges: Did you face any challenges during your project and how were they managed?

- Refer to your Application Form where you outlined possible risks. Consider which risks actually arose during implementation and became challenges.
- Also consider other challenges that you did not foresee at the time of writing your application. Keep these in mind for next time you are applying for a grant.
- In responding to this question, consider:
  - What challenges did you face?
  - What was the impact on the project?
  - What did you do to manage it?
  - What might you do differently next time?

# Sustainability: How have you ensured your project's sustainability?

- In responding to this question, consider:
  - What were the impacts of the project?
  - Will the project continue to have an impact now that it is complete? How?
  - What did you do, or will you do, to ensure that the project will have a continuing impact?

# Beneficiaries: Who has benefited the most from the project, and how?

*Beneficiaries are the people in your community that have benefitted from your project.*

- We also ask you to:
  - Provide an estimate on the number of beneficiaries reached through your project.
  - Provide a quote from a beneficiary of the project about the benefits of the program.
- In responding to these questions, consider:
  - Who benefited from your project? In what ways?
  - Was it the intended beneficiaries? If no, why not?
  - How many beneficiaries were reached directly and indirectly through your project?
  - What did beneficiaries say about your project?

## Please provide details on any public communication about the project, e.g. media, social media, etc.

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- In responding to this question, consider:
  - Was there media coverage or social media coverage of your project?
  - What information was shared? What was the response?
- Please provide a link to the media posts, if possible.



# Organisational Outcomes: How did your project contribute to strengthening the capacity of your organisation or staff?

- In responding to this question, consider:
  - What did staff learn or how did they grow through their involvement with the project?
  - Did your organisation benefit from implementing this project?

# Please provide details of any major changes to the project budget.

- Refer back to your project budget in your Application Form.
- In responding to this question, consider:
  - Were there major changes from the budget in the Application Form to how funds were actually spent? For example, were funds redistributed across budget lines, or was alternative funding sourced for particular expenses that were originally part of the budget?
  - What were the reasons for the changes?

- Note that the currency you selected in your Application Form is automatically used as the **local currency** in your Acquittal Form.
- In responding to this question, complete the following columns in the table for each project expense: Item, Units, Cost per unit (local currency), Partner Organisation contribution, Other donor contribution.
- The following columns will be automatically populated based on your input in the above columns: Total cost (local currency), Spent funds (AUD).
- Please note that the **Total Amount Requested** should be equal to, or very close to, **Total Project Cost**. If not, please provide an explanation for the variance, or indicate your plan to utilise any remaining funds.
- The **Total Amount Requested** is the amount from your Application Form.

- You must provide receipts of all expenses incurred under the project.
- Please make note of what the receipts are for if it is not clear.
- Generally, the Impact Fund will not support recurrent operating costs, however, there are some instances where staff costs will be funded. Where a staff member's role is supporting the implementation of the project, we can fund the relevant portion of their salary for the fixed period of the project. Where a portion of staff salaries are part of the project budget, you must upload a timesheet or similar to justify this.
- Where there are currency exchange gains or losses, please provide evidence of the exchange rates used and relevant dates.

# Check-ins.

- In the slides above we covered what is required from you in terms of reporting **at the end of your project**.
- We also request that you keep us – either your In-Country team, or the Impact Fund team, or both – updated **throughout your project**, with respect to:
  - Any delays in implementation of your grant.
  - Other challenges that may disrupt implementation.
  - Major budget changes that are required.
  - Requests for an extension of the grant end date.
  - Any other issues or matters that you think we should be aware of.
- We ask that you remain open to potential emails, phone calls, and site visits from our In-Country team, who will check in on the progress of your project during implementation.

# Thank you for reading.

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We hope this brief guide was helpful to understand what is expected when reporting on your Impact Fund grant.

As always, if you have any questions, please reach out to your In-Country Team or the [Impact Fund Team](#).