

## **Appendix C – Indicative Progress Report Template and Performance indicators**

### **1. Report the Progress of Your Project Against the Project Plan.**

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(A comprehensive Project Plan is the first deliverable for funded projects)

### **2. A Summary of What You Have Done During the Reporting Period**

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2.1. Include here the highlights of your project, including 2 examples of positive case studies of how clients have benefited from their participation in the project. (1500 word limit)

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2.2. What barriers or challenges are you facing? (500 word limit)

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2.3. How do you intend overcoming these barriers or challenges? (500 word limit)

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### **3. Complaints**

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Number and type of complaints against service provider (if applicable)

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### **4. Project Specific Reporting Requirements**

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Report here any project specific reporting requirements in accordance with Item F of the Funding Agreement Schedule.

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## 5. Report Against the Performance Indicators

Report here on your project for the Reporting Period

Indicator	Type	Response
The Project		
<ul style="list-style-type: none"> <li>State/territory where project is delivered</li> </ul>	Description	
<ul style="list-style-type: none"> <li>Is the project delivered in metro/non-metro areas</li> </ul>	Description	
<b>The following indicators will apply to all funded projects, as appropriate</b>		
Clients		
<ul style="list-style-type: none"> <li>Total number of clients enrolled in project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of female clients enrolled in project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of male clients enrolled in projects</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of clients aged under 16</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of clients aged 16-25</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of clients 26 and over</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of clients satisfied with the product/service</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of clients who apply but are turned away (if applicable)</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of families enrolled in project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of clients who are CALD</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of enrolled clients who are Indigenous</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of enrolled clients who are children or young people</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of clients participating in project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of Indigenous clients participating in project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of CALD clients participating in project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of children and young people participating in project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of clients reporting a positive impact from participating in CBP project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Total number of clients reporting a positive impact from participating in the project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of Indigenous clients reporting a positive impact from participating in the project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of CALD clients reporting a positive impact from participating in the project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Number of children and young clients reporting a positive impact from participating in the project</li> </ul>	Number	
<ul style="list-style-type: none"> <li>Cost per client/product/service</li> </ul>	\$	
<ul style="list-style-type: none"> <li>Number of client referrals to other appropriate services where applicable</li> </ul>	Number	

The following indicators will be applied where relevant dependent on the scope of the project		
• The number of families reporting an increase in knowledge and/or understanding of mental health issues	Number	
• The number of family members and carers reporting an increase in knowledge and/or understanding of mental health issues	Number	
• The number of families reporting that they are now confident to provide support to someone displaying symptoms of mental illness	Number	
• The number of family members and carers reporting that they are now confident to provide support to someone displaying symptoms of mental illness	Number	
• The number of families reporting an increase in awareness and application of effective communication and problem solving skills	Number	
• The number of family members and carers reporting an increase in awareness and application of effective communication and problem solving skills	Number	
• Number of participants reporting an increased awareness of existing support/social services within the community	Number	
• The number of children of parents with a mental illness reporting an increased knowledge of mental illness and coping skills	Number	
• The number of families reporting a positive impact in terms of family strength and resilience from participating in the project	Number	
• The number of family members and carers families reporting a positive impact in terms of family strength and resilience from participating in the project	Number	
• The number of families reporting an increase in emotional health and wellbeing following participation in the projects	Number	
• The number of family members and carers reporting an increase in emotional health and wellbeing following participation in the project	Number	
• The number of participants in the projects that report an increase in awareness and understanding of the impact of mental illness on families	Number	
• The number of families affected by mental illness that report an increased level of support within the target community	Number	
• The number of family members and carers affected by mental illness that report an increased level of support within the target community	Number	