

Program Logic narrative–template

You can use this template as a guidance tool to help you articulate how proposed activities link to intended outcomes. Please note that this is not to be attached to formal applications for the Strong and Resilient Communities (SARC) Activity – Inclusive Communities Grants funding.

Use this tool to map the logical pathway of how an activity will address a need and lead to short term (0-12 months), medium term (12-24 months), and longer term outcomes (2-5 years). This template will help clarify how various proposed activities will create changes over the immediate/short term that would be reasonably expected to lead to longer term impact. In articulating the steps between each stage there must be a logical connection between each step.

If planning to conduct multiple activities, fill in all the sections for each activity.

Evidence of need

Articulate the evidence that there is a need or a problem that you seek to address. Include any qualitative and quantitative research, needs analyses, and evidence of high need in the location/s that will be targeted (refer to SEIFA at www.abs.gov.au).

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Target group/beneficiaries

Who are the main groups of people that will benefit from the activities? Where are they and how are they to be reached?

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Other stakeholders

Who are the other stakeholders that need to be involved in order for the activity/activities to be a success? What existing relationships will you utilise to deliver the project? What new ones will need to be developed and how do you plan to do so?

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The project objective

Briefly describe the objective of the activity and what it aims to achieve.

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The project/activity description

Describe the activity. What will you do as an intervention with your main target group, how will they participate, where will the activity be conducted, by whom and through what channel (face to face? Online?)

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What are the inputs (the resources) you need in order to conduct the activity? Describe the funding, staffing resources, and any additional material required to deliver the project.

What are the expected outputs from the activity (the things that get delivered or produced). For example, will you deliver x number of workshops in x locations? Will there be a referral pathway created with a target of x number of referrals made?

Short term outcomes

What are the short term outcomes that you would expect to be able to measure after 12 months of the activity? These are the outcomes – the changes, benefits and/or improvements you would expect to see as a relatively immediate result of conducting the activity.

How might you measure these outcomes? Include the indicators you plan to use and how you will measure them.

Medium term outcomes

What are the medium term outcomes that you would expect to be able to measure after 12-24 months of the activity? These are the medium term outcomes – the changes and/or improvements you would expect to see a short time after conducting the activity.

How might you measure these outcomes? Include the indicators you plan to use and how you will measure them.

Longer term outcomes and impacts

Noting that the activity run over 2 years can only make a contribution to longer term outcomes and impacts, what logical impacts might occur as a result of conducting the activity that could possibly be measured 2-5 years post the activity?

Causal theory statement

Stated as an “if...the...” statement, what is the overall hypothesis of the project/activity? This statement will help you to clearly describe the goal of the project.

FINAL LOGIC CHECK

After filling in the above sections for all the proposed project activities, consider the following and any changes you might need to make including additional strategies to make the project a success. Check that the connections are logical and lead from one to another.

Project / activity assumptions

What conditions will be required for the project to operate as planned/outlined? What strategies might you use to help the project be a success by addressing assumptions? If there are key things that the success of the project rely on are there strategies you can build into the proposal? Are there changes you need to make to the logic narrative as a result?

External factors and stakeholders

Have you considered all the key things external to your project that might have an impact? For example are there possible impacts from natural disasters or supply issues? Are there key relationships that need to be fostered in order for the project to deliver as intended?

SARC Activity – Inclusive Communities Grants intent

Has the activity you've described in your narrative clear relationship to the overarching objectives of SARC Activity – Inclusive Communities Grants?

Are at least one of the key target cohorts in SARC Activity – Inclusive Communities Grants going to be the main beneficiaries of your planned activity?

Data and measurement

What types of data will be collected at each stage of the activity? The data might be demographic data, pre or post activity questionnaires, case study qualitative data, and so on. Is there a clear plan to collect data at key points that will demonstrated the changes expected and outlined in the logic?

Additional program logic resources

[How to develop a program logic for planning and evaluation | Child Family Community Australia \(aifs.gov.au\)](https://aifs.gov.au/child-family-community/how-to-develop-a-program-logic-for-planning-and-evaluation)

[Developing-program-logic.pdf \(nsw.gov.au\)](https://nsw.gov.au/developing-program-logic.pdf)