



Australian Government
Defence

Family Support Funding Program (FSFP) Progress Report FY2023-24

Defence Member and Family Support

Organisation	
Project Name	

Preface

The Defence Member and Family Support (DMFS) Branch is committed to the ongoing improvement of the Family Support Funding Program (FSFP) by our continued interest in the projects that are supported through the program.

The FSFP Team want to learn how to better support our grant recipients, Defence families and the community they live in. We appreciate that sometimes, things don't go according to plan. As such, we are interested to understand why some parts of the project may not have gone as intended and what your organisation has learnt from the challenges you have faced.

A condition of your Grant Agreement is to provide a progress report. The aim is to understand what is working well and areas that may need additional support. The report should be based on the first six months of the financial year and including the key outcomes and progress to date.

The report can also be used to prompt your organisation to get feedback from the community to assist you in further understanding the impact of your work. It can also provide an opportunity to reflect on progress and what you've learned to date.

In addition to this report you may be asked to provide financial statements relating to grant funding, a Certificate of Currency for insurance and any additional information if necessary to complete the progress report.

Completed documents must all be submitted by email to the FSFP team by **23 February 2024**.

If you have any questions regarding the FSFP grant process, please contact the team at defence.communitygrants@defence.gov.au.

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Section 1 – Recipient and Project Details

Contact information

Name Of Contact	
Organisation Email Address	
Position Title	
Phone Number	

Project details

Project Title	
Grant Awarded	
Grant Expensed To Date	
Funds Remaining	
Main Aims Of The Project <i>(please provide a short description)</i>	



Section 2 – Project Progress & Outcomes

The following questions relate to how your project is tracking and the overall success to date. Please be concise in your responses, noting dot points are acceptable. Please provide as much information to support your answers as you can.

1. Please provide an update of how your project is progressing against your project plan. *(Please include things like whether your expectations are being met, if your organisation is experiencing any difficulties such as managing the FSFP funds, are activities/milestones being completed on time, etc.).*

Please check boxes relevant to the progress of your project (you may select multiple boxes):

- ☐ **Expectations being met**
- ☐ **Experiencing difficulties or challenges** *(Consider external or internal issues e.g. difficulty recruiting, partnership challenges, government funding changes, or lower than expected participation).*
- ☐ **Changes to project** *(For example, changes to partnerships, key staff, contact details, timeframes or budget allocations etc. Please describe the changes and explain the reasons for them. Note, you may be required to submit a grant variation).*

2. What has been the most successful aspect of your project to date? Why do you think this is the case?



3. What strategies have you used to find and attract Defence families to your project and how has the project been promoted? *(Strategies include your plan of action as well as execution of plan through promotion).*

4. How have you been assessing or evaluating your activities and/or events during the funding period? *(Briefly describe your monitoring and evaluation plan and include how you are capturing the number of Defence families' participation in your project such as registrations, sign in sheets, surveys, evaluation reports etc.)*

5. Who are your key stakeholders and partners and how have they been contributing to your project?



6. Please describe the engagement and support you have had with the local DMFS office, including if you have participated in any DMFS events or activities and if they have participated in any of yours?

7. Have you been able to leverage off FSFP funding to secure further support? (E.g. grants from other sources, ongoing funding, or other forms of support or benefits.)

8. Is there anything else you would like to share about FSFP grants and the administration team in this report?



Section 3 – Supporting Material

As part of this report you are welcome to share any documents relating to your project, including photographs, testimonials, evaluations, reports or media articles from the duration of the project with the FSFP team. For photographs and images you must ensure that all rights, consents, licenses and permissions have been obtained prior to submitting. Support material can be attached at to this report.

If necessary, please provide a list of all provided supporting attachments:

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Section 4 – Variations

Should any changes be required for the remainder of your project you may seek a variation to your original grant via the FSFP Variation Form available from the [FSFP website](#).

Section 5 – Declaration

I declare that to the best of my knowledge:

- ☐ The information given on this form is true and accurate
- ☐ I give consent to the Department of Defence to contact me for further information in relation to the FSFP variation request.
- ☐ I confirm that I have the delegated authority to sign this progress report.

President name:	
Witness name and position:	

