



**Australian Government**  
**Defence**

# Family Support Funding Program (FSFP) Evaluation Report FY2024-25

## Defence Member and Family Support

Organisation	
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### Preface

The Defence Member and Family Support (DMFS) recognises the important role evaluation plays in helping to meet our requirements as a Commonwealth entity for high standards of performance and accountability. We aim to ensure evaluation of the Family Support Funding Program (FSFP) is robust, targeted to inform decision making and supports continuous improvement.

As a condition of the grant and in accordance with your agreement, an evaluation report must be submitted as part of the acquittal process. Data collated from this evaluation report will provide evidence of what has been done well and what could be done better, the extent to which objectives have been achieved, and what the impact of your project has been. This evidence of performance will be used to inform ongoing decision making regarding policy and program development and implementation. As such, the evaluation process can represent both the end and the beginning of the program cycle.

Through this evaluation process, the program will be able to learn how to better support our grant recipients, Defence families and the community they live in going forward. We appreciate your honesty in reporting back to the program.

Completed documents must all be submitted by email to the FSFP team by **31 August 2025**.

Further information is available at [defence.communitygrants@defence.gov.au](mailto:defence.communitygrants@defence.gov.au)



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Section 1 – Project Contact Details

Project Title	
Organisation Email Address	
Name of Contact	
Position Title	
Phone Number	

Section 2 – Grant Objectives, Outputs and Impacts

**Objectives:** Did the project meet the proposed objectives? *(please provide a brief summary of the project and which intended objectives where met versus which objectives were not)*

☐ Yes ☐ No

**Adjustments:** Did you need to make adjustments to the intended project plan? *(Please provide details of what changes were necessary and why. What was the impact of these changes?)*

**Impacts:** Did your project reach the intended audience? What do you believe was the overall long-term benefit to participants?



**Promotion:** How was the project promoted to the target audience? (Were the methods used successful, why/why not?)

**Reach:** How many Defence members and families were reached through the project?

**Future Adjustments:** What improvements would you make if the project was to run again in the future? (For example, changes to partnerships, key staff, timeframes or budget allocations etc. Please describe the changes and explain the reasons for them.)

**Collaboration:** Please describe the engagement/support with the local DMFS office and if you have participated in any DMFS events or activities? (For example, DMFS welcome days.)

**Other Collaboration:** Please describe the engagement/support provided by other external agencies or organisations.

**Additional Comments:** Is there any additional comments you would like to add to this evaluation report that has not been covered above?



### Section 3 – Financial Overview

We require a complete understanding of the financial status of your project. Please complete the project cost information below and **attach** your completed Certificate of Compliance, signed by your auditor to support the figure provided.

<b>Total Grant Awarded</b>	
<b>Grant Amount Expended as of 30 June 2025</b>	
Were other sources of funding (in kind/cash) received during the funding cycle to support the project? (If yes, please specify the organisation and amount awarded)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will FSFP funding be sought in the future? (If yes, please provide details why)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Section 4 – Supporting Material

If you would like to share copies of documents, photographs etc. (e.g. testimonials, evaluations, reports, media articles or other material) relating to your project with the FSFP team, please include them with this report.

**Please note that for photographs/images you must ensure that all rights, consents, licenses and permissions have been obtained prior to submitting images.**

### 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 2024-25 FSFP grant project;
- ☐ I declare that all rights, consents, licenses and permissions have been obtained prior to submitting and sharing any photographs and/or images;
- ☐ I have attached a complete Certificate of Compliance, signed by an independent auditor to support this report; and
- ☐ I confirm that I have the delegated authority to sign this evaluation report.

President name:	Signature:	Date:
Witness name and position:	Signature:	Date:

