**Final report** – Community Action Plan

**LDAT Name:**

**LDAT Number:**

**CAP number:**

Please complete the table below to capture the success of your activity, key achievements, challenges and outcomes of your LDAT over the last 12 months. If you need any further information on capturing success measures refer to Appendix 1: Example, ADF’s Toolkits or Evaluation Resource available at [community.adf.org.au](https://community.adf.org.au/) or speak with your Relationship Manager. The Final Report should be completed within 2 weeks of completing your CAP.

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| --- | --- | --- | --- | --- | --- |
|  | **Planned** **measure - description** | **Planned** **measure – target (number or indicator)** | **Actual measure – outcome (number or indicator)** | **Collection Tool** | **Comments**  Please comment as to why the actual indicator was not met or exceeded as planned. Include any influence that you think influenced the measures – positive or challenges |
|  | *As planned or update if different from original plan*  What it is you are going to measure? e.g. workshop, event, training, service provider engagement | *As planned or update if different from original plan*  Number planned to be delivered e.g. 4 workshops, 120 participants | *Based on activity conducted*  What was total number/ indicator?  e.g. 4 workshops, 95 participants | *As planned or update if different from original plan*  Tool used to collect the measure  e.g. attendance sheet | *Example “It was raining with storms, so the event attendance was not as high as anticipated, or promotion did not occur early enough to allow people to commit to attending the workshop.”* |
| **Objective 1** |  | | | | |
| Process measure 1 |  |  |  |  |  |
| Process measure 2 |  |  |  |  |  |
| Process Measure 3 |  |  |  |  |  |
| Impact measure 1 |  |  |  |  |  |
| Impact Measure 2 |  |  |  |  |  |
| Overall statement on how objective was met |  | | | | |

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| **Objective 2** |  | | | | |
| Process measure 1 |  |  |  |  |  |
| Process measure 2 |  |  |  |  |  |
| Impact measure 1 |  |  |  |  |  |
| Overall statement on how objective was met |  | | | | |

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| **What worked well during the delivery of your activity?** |  |
| **What is some feedback from participants that offered insight when measuring your success?**  This can include stories of success you may have captured from participants during the activity. |  |
| **What were the challenges of delivering your activity?** |  |
| **What did you learn as a group when implementing your activity?** |  |
| **What would you do differently in doing the activity again?** |  |
| **What impact do you feel the activity has had overall on the target audience?**  Based on your actual impact measures, additional anecdotal feedback from participants and overall key learnings from the activity delivery. |  |
| **Other comments** |  |

**Other things to add:**

Attach any additional evaluation, other measures collected, reports as well as pictures, videos of the activity, other deliverables e.g. media achieved, statements of success from participants, organisations involved etc.

Using this report as part of the CAP evaluation is valuable to assess and determine next steps. Please select one of the options below to enable your Relationship Manager to best support you.

Our LDAT is planning to submit a CAP within the next 4 months

Our LDAT is planning to submit a CAP, however unsure of when

Our LDAT is not planning to submit a CAP

**Appendix 1:** Example

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Planned** **measure - description** | **Planned** **measure – target (number or indicator)** | **Actual measure – outcome (number or indicator)** | **Collection Tool** | **Comments**  Please comment as to why the actual indicator was not met or exceeded as planned. Include any influence that you think influenced the measures – positive or challenges |
| **Objective 1** | Over the next 10 months, increase awareness of alcohol and drug-related harm through engaging minimum of 25 young people in 15 music sessions with AOD information embedded into workshops. | | | | |
| Process measure 1 | Number of workshops conducted within the 10 month period on a weekly basis | 40 | 30 | Attendance recorded via calendar |  |
| Process measure 2 | Attendance of young people at each workshop and regularity of attendance | 25 | 20 | Attendance list and SCYS database for regularity of visits used to record, as well as number of smart riders distributed to break down transport barrier |  |
| Process Measure 3 | Number of alcohol and drug related health messages delivered through workshops, number of young people exposed to messages as a result of the program, and engagement of young people | 40 | 25 | Recorded on calendar, attendance list, SCYS data base and via facilitator feedback regarding young people's level of engagement |  |
| Impact measure 1 | Number of young people participating in music program report increased knowledge and awareness of the potential for alcohol and drug related harm in young people | 15 | 16 | Participant survey (should be pre and post survey) |  |
| Impact Measure 2 | Percentage of program participants reporting an increase in feelings of social connection and better community support via engagement in workshops | 15 | 16 | Participant survey and facilitator feedback |  |
| Overall statement on how objective was met | Over the past ten months, 20 young people were engaged into music sessions that provided a platform to increase awareness of AOD-related harm in 16 of participants, and to greatly increase reported feelings of social connection and support amongst participants. | | | | |