

## Children, Young People, Families and Adult Learning

### Third Sector Fund

## Guidance on setting and reporting on outcomes for core work

**Outcomes are the changes or differences that you want to make through your services or activities.**

1. We want to know the difference or changes that this funding would help you make. If your application is successful, we will ask you to **report** on progress towards outcomes. The outcomes you write in your application are what you will report against.
2. We would like you to write (and report on) a maximum of **three** outcomes that are directly **connected to the purpose of the Fund and the policy priorities you choose in your application form**. You may have more than three outcomes, but we want **proportionate** reporting so please pick your most important outcomes.
3. We need outcomes that are about **your organisation's core work**. If you already have relevant organisational outcomes then use up to three of those. Do not reinvent the wheel.
4. Please set outcomes your organisation can reasonably **measure and report on**. We don't expect you to achieve your outcomes easily for everyone you work with; we do expect you to set outcomes that are realistically within your organisation's **sphere of control**.

### How to write your outcomes

Please be concise and keep it simple!

A well written outcome statement should only include:

- **WHO** will change.
- A **CHANGE WORD** such as “increase”, “improve” or “reduce”.
- **WHAT** will change: such as the skills, knowledge, feelings or confidence.

For example:

- Applicants' [*who*] have increased [*the change*] understanding of how to write an outcome [*what changes*].
- Adult learners [*who*] have increased [*the change*] confidence in their reading and writing [*what changes*].

The “WHO” in your outcomes should be **the people you work with directly** so you can gather evidence from them. Please do not set outcomes that are about people one step

removed from the work you actually deliver. For example, if you train staff in other organisations who go onto work with young people the “who” in your outcomes will be staff. However, if you deliver services directly with young people then the “who” will be the young people themselves.

See Evaluation Support Scotland’s [Guide to Understanding Intermediaries](#) for ideas on how to set intermediary outcomes.

## Outcomes are for evaluation

Please think now about how you will **evaluate your outcomes** so you are ready to measure and report on your outcomes if your application is successful. You will want to write an evaluation plan that includes:

- **Indicators** for your outcomes: the things people will say or you will see that show the outcomes are happening.
- **Methods:** the tools and approaches you will use to gather evidence of your outcomes.

We don’t need to see your indicators or methods but we are asking you to summarise your evaluation plans in the application form.

## In summary: it all fits together in the following way:

Scottish Government policy area	Your outcomes	Your indicators	Your activities	Evaluation methods
In section 6 of your funding application you are choosing one Scottish Government policy area for which the work you are applying to have funded has the most relevance. Your outcomes should be linked to the focus of that policy area.	You need to include up to three outcomes in section 7.6 of your application and, if you are awarded funding, will be asked to report against these.	The things people will say or that you will see which show your outcomes are happening. You don’t need to include these in your funding application.	The work you will be delivering to achieve the outcomes. You will need to tell us about this in section 7 of your funding application.	The tools and approaches you will use to gather evidence of your outcomes. You should know what these are for each of the activities you will be carrying out, and you need to tell us about these in section 8 of your funding application.

### Please DON'T ...

- Put any numbers in your outcomes. Outcomes are not targets.
- Include a description of your activities in the outcome.
- Use words like “support”, “engage” or “help”. These words describe your activities. Outcomes are not about you, they are about the people you will work with.
- Write outcomes about your organisation. We appreciate this funding may contribute to the salaries of administration staff or the chief executive, but your outcomes should be about the people you work with directly. So, for example, don't write “our organisation is better run”.

If you have further questions, please email [CYPFALTSF@corra.scot](mailto:CYPFALTSF@corra.scot) and we will be very happy to help.

This guidance was written with the support of Evaluation Support Scotland (ESS). Please see [ESS's website](#) for more guidance on outcomes and evaluation.