

## Outcomes Framework Guidance

This guide will assist you in completing the 'Project Outcomes and Outputs' section of your Stage Two application. Please read carefully prior to submitting your application. Please contact us should you require assistance.

### Introduction

As part of your Stage Two application, we will request the following project details: Aim, Outcomes, Outputs, Measures and Indicators. These are intended to enable both you and TRBL to understand the planned impact of the project. Should your application be successful, this will also be used as reporting criteria during and following completion of your project.

### Outcomes Framework

	<b>Definition</b>	<b>Example</b>
<b>Aim</b>	The aim is the overall long-term impact you want your project to make.	<i>To alleviate unemployment and improve literacy in the Birmingham area.</i>
<b>Outcome</b>	The short to medium-term change or benefit that you will make to the lives of beneficiaries.	<i>Improved literacy, improved employability.</i>
<b>Output</b>	The services, activities and products that you will deliver in order to achieve the project outcomes.	<i>Number of classes provided, individuals educated in the training programme.</i>
<b>Measure</b>	How you will capture evidence of changes.	<i>Reading tests, post-training employment survey.</i>
<b>Indicator</b>	The data changes that indicate whether that change has been achieved.	<i>Number of students with improved literacy score.</i>

We request a minimum of 2 and maximum of 5 outcomes as part of your application. These should be specific, measurable, and realistic.

We understand that projects and services are unlikely to be delivered exactly as planned. The planned outputs, measures, and indicators may therefore change during delivery of the project. However, the aim and outcomes should largely remain unchanged.

### Need help?

Please contact the External Grants Team at [externalgrants@britishlegion.org.uk](mailto:externalgrants@britishlegion.org.uk)

**Example:** Page 2 contains an example of a completed outcome framework. This framework is based on a fictional project aiming to improve the literacy and employability of the participants.



Project Aim: To alleviate unemployment and improve literacy in the Birmingham Area			
Outcomes	Outputs	Measures	Indicators
<b>OUTCOME 1:</b> Attendees will have improved literacy capability	Delivery of 10 weekly reading classes to 100 participants	Pre- and post-intervention literacy test	Percentage of participants with 10%+ change in test score
	Distribution of 100 reading work books	Log of books distributed	Number of books distributed
<b>OUTCOME 2:</b> Attendees will benefit from increased confidence and self-belief	Delivery of 10 weekly reading classes to 100 participants	Pre- and post-intervention survey of participants' confidence and self-perception of reading ability	Percentage change in self-reported confidence levels
	Distribution of 100 reading work books	Log of books distributed	Number of books distributed
<b>OUTCOME 3:</b> Attendees will have improved employability prospects	Delivery of 5 CV workshops to 25 participants	Post-intervention employment survey	Number of participants in sustainable employment (3+ months)
	Delivery of 2 'Meet the Employer' networking events	Record of attendees connected with local employers	Number of participants interviewed with local employers
	Delivery of 10 weekly reading classes to 100 participants	Pre- and post-intervention survey of self-perceived confidence of employability	Percentage change in participant confidence of employability