

Companion Guide: Evidence and Quality Criteria

This guide clarifies the type of evidence that strongly demonstrates a project's alignment with the five Principles, moving beyond simple documents like generic letters of support or casual photos.

Part 1: Application Questions - Evidence Requirements

Your evidence, whether content or attachments, must directly address the core focus of the Principle it supports.

Section 1: Project Alignment and Long-Term Impact

Application Question	Recommended Strategic Evidence
Proactive Long-Term Growth	<p>Logic Model/Theory of Change: A diagram or brief narrative showing the chain of events from your project activities (inputs) to the expected long-term outcomes (3-5 years).</p> <p>Needs Assessment Data: Current local data (eg, ABS statistics, local government reports, community surveys) that justifies the anticipated <i>future</i> challenge the project is designed to prevent or address.</p>
Community Driven Self-Reliance	<p>Sustainability Plan: A section detailing post-grant strategy, including volunteer recruitment/training models, tiered membership/fee structures, or a specific plan for transitioning ownership to community leaders where suitable.</p> <p>Transfer of Capability Plan: A training/handover outline, mentorship plan, or succession strategy demonstrating <i>how</i> local skills are being built and retained.</p>
Capacity Building	<p>Organisational Capability Map: Evidence that the solution is a strategic investment in infrastructure, skills, or systemic change (eg, a software license, a dedicated training course for staff) and <i>not</i> a one-off operational cost (eg, purchasing consumables for one event).</p>

Section 2: Collaboration and Accountability

Application Question	Recommended Strategic Evidence
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Mutual Benefit Collaboration	Mutual Benefit Agreement: A brief document (or an <i>outlined</i> section in a Letter of Support) that explicitly states the non-monetary, reciprocal benefits for each partner (eg, Partner A provides venue, and receives access to Project data; Project provides service, and Partner B provides ongoing training).
Community Support	Mandate Linkages: Direct reference and page numbers to official community strategies (eg, CGG Strategic Plan, Regional Development Commission priorities) that validate the project's strategic mandate and community need. Evidence of Consultations: Summary of community focus groups, surveys, or public forums that informed the project design.
Accountable Learning	Communication/Reporting Flowchart: A clear system demonstrating <i>how</i> progress and lessons will be communicated (eg, quarterly public newsletters, presentation schedule for local forums, a dedicated 'lessons learned' section on a website).

Section 3: Project Deliverability and Budget

Application Question	Recommended Strategic Evidence
Adaptable Design & Resilience	Risk Mitigation Matrix: A structured table that not only lists the three biggest risks (eg, funding, personnel, engagement) but also includes a transparent, managed pivot plan for each one. This plan demonstrates you've considered what to change and what was learned from the potential issue.

Part 2: Reporting - Evidence Requirements

For both Mid-term and Full-Term Reporting, all evidence must connect results back to the original Investment Principles.

Reporting Section	Recommended Evidence for Acquittal

<p>Proactive Long-Term Growth & Final Outcomes</p>	<p>Outcomes Data & Analysis: Quantitative data (eg, change in participation rates, pre/post-program test results, economic modelling) that is analysed to show the secured long-term, sustained benefits (3-5 years), not just immediate activity.</p> <p>Systemic Change Evidence: Proof the project created a lasting structure (eg, a new policy adopted by a partner organisation, a curriculum now run independently).</p>
<p>Self-Reliance and Sustainability</p>	<p>Ownership Transfer Metrics: Data proving the success of the transition plan (eg, number of newly trained local facilitators, retention rate of volunteers/participants, diversification of new funding sources).</p>
<p>Mutual Benefit Collaboration</p>	<p>Partnership Outcome Summary: Specific examples and data demonstrating how the "win/win" mutual benefits for partner organisations were realised, and how this strengthened cooperation.</p>
<p>Accountable Learning and Transparency</p>	<p>Dissemination Proof: Links to public reports, presentation slides, or meeting minutes proving that the key lessons learned (good and bad) were shared transparently with the Community Bank and the wider community.</p>
<p>Mandatory Reflection Section</p>	<p>Managed Adaptation Report: A section that explicitly details any mid-project pivots or significant changes. It must clearly document (1) <i>What</i> was changed, (2) <i>Why</i> the change was justified (linked to a risk or new opportunity), and (3) <i>What was learned</i> from the process, thereby demonstrating managed adaptation over uncontrolled scope creep.</p>