

To help us see the progress that you are continuing to make towards our strategy outcomes for young carers and young adult carers, we would like you to identify up to **3 expected key achievements** for the second year of your grant. These EKAs might be the same as the ones that you were working towards in the first year of the grant but will have different indicators to reflect the work already done. Or you may want to identify new EKAs for some or all of the year.

These will continue to help us to understand how you are working towards the outcomes and overall goal that we have identified in our strategy. *We also need you to tell us how you will measure these achievements and how you will know that you have been successful.*

The “**key achievements**” of your grant should already be contained in your initial application in the section where you identified the key outcomes you are seeking to achieve for young carers and/or young adult carers. Please identify the ones that most closely align with our strategy outcomes and overall goal (these are listed in the document below and are on our website). The achievements you choose have to be measurable (you can show that they are being achieved) so we will ask you to tell us what indicators you will use to demonstrate your progress. Please only include achievements that are relevant to the 12 month period that reporting relates to – rather than the whole funding period. Where possible please also include target numbers. **We are not asking you to outline your whole work plan here – just identify the key things that you need to achieve in the next 12 months to make the project successful.**

Key Achievement – something you will be working towards during the reporting period that will make a major contribution to achieving your overall outcomes for the project.

Indicators – measurable information that you can use to show that your project is being implemented as expected and achieving the intended outcomes. These indicators might be quantitative (showing that a certain number of events or partnerships have been developed) or qualitative (showing that a change has taken place in attitude, understanding or confidence etc).

Outputs – the activities that you will do to support the outcomes you seek to achieve

Outcomes – something that follows as a direct result or consequence of your outputs/intervention/project

This document (and your EKA’s for year 1) will form a key part of the final report that we will ask you to complete at the end of your grant.

Progress towards agreed achievements will form the basis of your progress reports and final report to us. However, we do appreciate that things can change as work progresses. For this reason you will also need to complete a short 6 month report outlining how you feel the work is going, what your challenges have been and if you need to make any adjustments to your plan. Please do keep us informed and we will be happy to discuss the revision of your expected achievements with you.

2. What is the second expected key achievement in year 2 of your grant?

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Indicators for this achievement (these should be a mix of outputs and other changes that you can demonstrate and that link to the expected key achievement named above)	Target date	Progress towards these indicators
2a.		To be completed at the end of year 2
2b.		To be completed at the end of year 2
2c.		To be completed at the end of year 2
2d.		To be completed at the end of year 2

3. What is the third expected key achievement in year 2 of your grant?

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Indicators for this achievement (these should be a mix of outputs and other changes that you can demonstrate and that link to the expected key achievement named above)	Target date	Progress towards these indicators

3a.			To be completed at the end of year 2
3b.			To be completed at the end of year 2
3c.			To be completed at the end of year 2
3d.			To be completed at the end of year 2

4. Optional – please detail any additional expected achievements you would like us to know about that are key to the success of your project

5. Budget (please complete the predicted column prior to the assessment visit)

Predicted		Actual (to be completed at end of year 2)	
<i>Example budget line</i>	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£

Date completed:

Please return completed form to info@triangletrust.co.uk