

GrantThrive Free Resource

Council ROI Report Template

A ready-to-use template for reporting grant program outcomes to your council.

This template provides a ready-to-use structure for reporting grant program outcomes to your council. Replace all placeholder text in [brackets] with your actual data. Sections marked with * are mandatory for all reports; other sections can be adapted to suit your program's scale and complexity.

Report Header

Field	Enter Your Information
Council Name	[Your Council Name]
Program Name	[Name of Grant Program]
Reporting Period	[Start Date] – [End Date]
Prepared By	[Your Name and Department]
Date of Report	[Date]
Approved By	[CEO / Director Name]

1. Executive Summary *

This report provides a comprehensive overview of the performance and return on investment (ROI) of the [Name of Grant Program] for the [Reporting Period]. The program successfully distributed **\$[Total Grant Funding Distributed]** to **[Number]** local organisations, leveraging a total council investment of **\$[Council Investment]** to generate an estimated **\$[Total Community Value]** in economic and social benefits for our community. Key achievements include [mention 2–3 key achievements].

2. Financial Summary *

Financial Metric	Amount (AUD)
Total Council Budget Allocation	[\$[Council Investment]]

Financial Metric	Amount (AUD)
Total Grant Funding Distributed	[\$Total Distributed]
Administrative Overhead	[\$Admin Costs]
Total Program Expenditure	[\$Total Expenditure]
Average Grant Amount	[\$Average Grant Size]
Unallocated Funds (if any)	[\$Unallocated Funds]

3. Return on Investment (ROI) Analysis *

3.1 Financial Leverage

For every dollar invested by the council, grant recipients attracted additional funding and in-kind support from other sources. The table below summarises the total leveraged value.

Metric	Value (AUD)
A: Council Investment	[\$Council Investment]
B: Recipient Cash Co-contributions	[\$Recipient Cash]
C: Recipient In-Kind Contributions	[\$Recipient In-Kind]
D: External Funding Leveraged	[\$External Funding]
Total Project Value (A+B+C+D)	[\$Total Project Value]
Financial Leverage Ratio ((B+C+D) / A)	[X]:1

3.2 Social Return on Investment (SROI)

Outcome Area	Key Metrics	Estimated Social Value
Community Engagement	[e.g., 500 volunteers, 2,500 hours]	[\$Value]
Economic Development	[e.g., 15 new part-time jobs created]	[\$Value]
Health & Wellbeing	[e.g., 1,200 residents in new programs]	[\$Value]
Total Estimated Social Value		[\$Total Social Value]

4. Case Studies

Include at least two case studies that illustrate the real-world impact of your grant program. Use quotes from community members and specific data to bring the stories to life.

Field	Case Study 1	Case Study 2
Organisation	[Name]	[Name]
Grant Amount	\$(Amount)	\$(Amount)
Project Description	[Brief description]	[Brief description]
Key Outcomes	[Data + quote]	[Data + quote]

5. Lessons Learned & Recommendations

Reflect on what worked well and what could be improved. Provide at least two actionable recommendations for the next funding cycle, supported by evidence from the data collected during this period.