

## EXETER POSITIVE STEPS FUND GUIDANCE ON TARGET SETTING

In question 20 of the application form we have asked you to identify two distinct targets you plan to achieve during the life of your grant. These are likely to be what is known as “soft outcomes”, which are results that are difficult to measure, but relate to achievements linked to training, support or guidance.

Although not definitive, the following are examples of soft outcomes and may relate to the targets you would like to set yourself. Please make sure that you are capable of delivering your two targets, both in terms of your capacity and the time you allow yourselves. We will be asking you how well you did against your targets in your report forms, so you will need to keep records whilst the project is in progress. These records could well include reports from individual beneficiaries about the difference your project has made to their lives.

### Examples of possible targets:

- Improved self confidence or self esteem
- Improved individual appearance and presentation
- Improved ability to manage finance
- Improved language, numeracy or literacy skills
- Better time keeping or time management
- Improved ability to get on with other people/teamwork
- Ability to complete a job application or write a CV
- Improved social skills, for example better able to deal with authority
- Improved analytical skills, such as problem solving or using judgement

Your project might also result in hard outcomes, where you achieve a definite, measurable result. Examples of these might be:

- Number of training courses run
- Numbers enrolled
- Numbers attended
- Number of job interviews secured
- Number and type of certificates achieved
- Numbers taking up volunteering opportunities
- Number of jobs secured (both part and full time)

If you would like advice setting or monitoring your targets, please contact Devon Community Foundation.

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