

Enabling Sports Fund (ESF) KPI Setting and Reporting Guide

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1. Purpose of this Guide

This guide helps applicants set clear and measurable Key Performance Indicators (KPIs) for their ESF project.

KPIs are used to track what the project delivers and the difference it makes. The KPIs submitted in the application may also be used in the grant agreement if the project is supported.

Please state your KPIs clearly and make sure you are able to track and report them.

2. Minimum KPI Requirements

All ESF applications must include at least these two KPIs:

1. Number of unique persons with disabilities reached
2. Number of sessions or activities conducted

Unique persons with disabilities reach means the number of individual persons with disabilities who take part in the project.

The same person should not be counted more than once within the same reporting period.

3. Annual KPI Targets for Multi-Year Projects

For projects that run for more than one year, applicants must provide KPI targets for each project year. Please do not provide only one lump-sum target for the full project period.

Not preferred

KPI	Total Target
Number of persons with disabilities reached	120 over 3 years
Number of sessions conducted	96 over 3 years

Preferred

KPI	Year 1	Year 2	Year 3	Total
Number of unique persons with disabilities reached during the grant duration / [x] project year	30	40	50	120
Number of sessions conducted during the grant duration / [x] project year	24	36	36	96

Annual targets help both the applicant and SportSG track project progress more clearly during progress and final reporting.

4. Outputs and Outcomes

Applicants are encouraged to include both output and outcome KPIs.

- Output KPIs measure what the project delivers, such as participants reached, sessions conducted, volunteers trained or events organised.
- Outcome KPIs measure the change or benefit from the project, such as improved confidence, increased interest in sport, improved skills or continued participation.

Where possible, applicants should include at least one outcome KPI to show the intended impact of the project.

5. Suggested KPI Templates

Applicants may use and adapt the suggested wording below. Please choose KPIs that fit your project and that you can track.

KPI Area	Suggested KPI Wording	How to Track / Evidence
Reach	Number of unique persons with disabilities who participated in the programme during the grant duration / [x] project year	Count each participant once per reporting year. Use registration lists or attendance records.
Delivery	Number of sport sessions or activities conducted during the grant duration / [x] project year	Count completed sessions only. Use session schedules, attendance sheets and photos.
Participation	Average attendance per session during the grant duration / [x] project year	Divide total attendance by number of sessions. Use attendance sheets.
Retention	Number or percentage of participants who attended at least [X] sessions during the grant duration / [x] project year	Track repeat attendance using a participant tracker.
Capability building	Number of coaches / volunteers trained during the grant duration / [x] project year	Count individuals who completed training. Use training attendance lists.
Satisfaction	Percentage of participants who were satisfied with the programme during the grant duration / [x] project year	Use a simple feedback form or survey.

Outcome	Percentage of participants who reported improved confidence or interest in sport during the grant duration / [x] project year	Use pre/post or post-programme feedback.
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6. Example KPIs by Project Type

These examples are for reference. Applicants should adjust the targets based on their project scope, duration and expected reach.

Please note:

- For single-year projects, the KPI phrasing should end with "grant duration".
- For multi-year projects, **prepare a separate KPI table for each project year** (e.g. 1st project year, 2nd project year, 3rd project year). In each table, replace "[X] project year" with the relevant project year that the KPI relates to.

A. Regular Sport Programme

KPI	Example Target
Number of unique persons with disabilities reached during the grant duration / [x] project year	40
Number of unique persons with disabilities who have attended at least one (1) session during the grant duration / [x] project year	30
Number of sessions conducted during the grant duration / [x] project year	24
Average attendance per session during the grant duration / [x] project year	15
Number of volunteers recruited who assisted in at least one (1) session during the grant duration / [x] project year	30
Percentage of participants who report increased confidence in participating in sport during the grant duration / [x] project year	70%

B. Training or Capability Building Project

KPI	Example Target
Number of coaches / volunteers completed the training during the grant duration / [x] project year	20

Number of training sessions conducted during the grant duration / [x] project year	4
Percentage of coaches / volunteers who report improved confidence in supporting persons with disabilities during the grant duration / [x] project year	80%

C. Partnership-Based Programme

KPI	Example Target
Number of partner organisations involved in at least one (1) joint activity during the grant duration / [x] project year	5
Number of joint activities conducted during the grant duration / [x] project year	12
Number of unique persons with disabilities attended at least one (1) of the joint activities during the grant duration / [x] project year	40
Percentage of partners who found the collaboration useful during the grant duration / [x] project year	75%

7. Evidence to Support Reporting

Applicants should keep simple records throughout the project. This will make progress and final reporting easier.

KPI Type	Examples of Evidence
Unique participants reached	Registration forms; attendance lists; participant tracker
Sessions or activities conducted	Session schedule; attendance records; photos
Volunteers or coaches trained	Training attendance; completion records
Participant feedback	Survey results; feedback forms; interview notes
Outcomes achieved	Pre/post surveys; post-programme feedback; testimonials
Expenditure	Receipts; invoices; payment records

Please ensure consent is obtained before submitting photos, videos, quotes or testimonials involving participants.

8. Contact Us

For enquiries on the Enabling Sports Fund, please contact the Grant Secretariat at:

EnablingSportsFund@sport.gov.sg

Good KPIs do not need to be complicated. They just need to be clear, realistic and easy to track.