

Enabling Sports Fund KPI & Progress Tracking Guide

Why this guide exists:

When you run a sports programme for persons with disabilities, the real goal isn't just sessions delivered - it's lives touched. The Enabling Sports Fund (ESF) requires simple but clear Key Performance Indicators (KPIs) to help you plan, track and show what your project achieves.

This guide shows you what KPIs are, how to set realistic targets, what evidence to collect, and how to report your results clearly. It's designed for anyone — from small volunteer groups to established organisations — to make tracking and reporting easy, meaningful and practical.

Understanding Outputs vs Outcomes

Outputs are what you deliver.

Outcomes are the change or benefit that happens because of what you deliver.

Below are some examples of outputs and outcomes you might consider for your programme. Always ensure that the KPIs you choose are aligned directly to the specific goals and intended impact of your project.

Sample Outputs

- Number of training sessions conducted
- Number of workshops or clinics held
- Number of participants attending each session
- Number of volunteers engaged
- Number of caregivers supported during activities
- Number of adapted equipment purchased or used
- Number of outreach or awareness events organised
- Number of partnerships formed with other organisations

Sample Outcomes

- Percentage of participants reporting improved physical activity levels
- Percentage of participants feeling more confident in playing sports
- Percentage of caregivers reporting reduced stress or increased respite
- Increase in participants' skills or independence in specific sports
- Stories of friendships or social connections formed through the programme
- Number of participants who continue with regular sports activity after the programme
- Positive changes in community attitudes towards disability inclusion (e.g. survey feedback)
- Increase in volunteer retention or repeat engagement

Tip: When designing your own outputs and outcomes, be specific, realistic and make sure you can measure them using simple methods like attendance sheets, surveys, or interviews. This helps show the real value your project brings.

Minimum Required:

Every ESF-supported project must include at least:

- Number of unique persons with disabilities reached
- Number of sessions or activities conducted

Example of KPIs for Different Project Types

Programme Type	Example Output KPI	Example Outcome KPI	How to Track
Weekly Sports Class	50 sessions conducted in 12 months	80% of participants report increased confidence in trying new sports	Attendance sheets; simple post-session surveys
Community Sports Day	1 event with 100 participants, including 30 persons with disabilities	70% of first-time attendees express interest in regular sport activities	Event registration; short feedback forms
Pilot Inclusive Coaching	10 para-athletes trained with new adapted drills	Coaches report increased confidence in delivering inclusive sessions	Training logs; coach feedback forms

What counts as evidence?

- Attendance lists with unique participant counts
- Photos or videos (with consent!) showing activities in action
- Short feedback forms or surveys
- Quotes or stories from participants or families

Ready to Report Checklist

Use this checklist to make sure you're prepared when it's time to submit your ESF progress or final report:

- ☒ I have tracked the number of unique persons with disabilities who took part (not counting the same person twice).
- ☒ I have counted the total number of sessions or activities delivered.
- ☒ I have collected photos or videos (with proper consent) that show real participation.
- ☒ I have gathered feedback — short surveys, quotes or observations — that show what changed for participants.
- ☒ I have recorded any challenges faced and how we adapted or improved the programme.
- ☒ I have kept receipts and clear records for eligible costs.
- ☒ I know the reporting timeline (mid-term if applicable, final report at end of project).
- ☒ I know whom to contact at ESF if I have questions. (EnablingSportsFund@sport.gov.sg)

Remember: Good KPIs don't need to be complicated. They just need to be clear, realistic and honest — showing the difference your programme made.