

IFI Applicant Guidance: Understanding Key Project Terms

To complete your application successfully, it is important to clearly distinguish between **Components, Milestones, Deliverables, Outputs, Outcomes, and Impact**. These describe **different stages of your project**, from what you do to what ultimately changes.

1. Project Components (Section 3.16)

What are Components?

Components are the **main activities or building blocks** of your project — what you will actually *do*.

They describe the **type of work being delivered**.

Think of Components as:

“What activities will we run?”

Examples:

- Training programme for young people
 - Cross-community workshops
 - Study visits or exchanges
 - Community dialogue events
 - Mentoring or leadership programmes
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2. Project Milestones (Section 3.17-3.20)

What are Milestones?

Milestones are **key checkpoints or stages of progress** in your project.

They show that the project is **on track and moving forward over time**.

Think of Milestones as:

“What key stages will demonstrate progress?”

Milestones should be:

- time-bound (e.g. quarterly)
- clearly defined
- linked to delivery activity

Examples:

- Recruitment of participants completed
 - Training programme launched
 - Mid-point review completed
 - Final event delivered
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3. Project Deliverables (Linked to Milestones 3.17-3.20)

What are Deliverables?

Deliverables are the **specific, tangible items or evidence produced at each milestone**, demonstrating that activities have been completed.

They form the **audit trail of the project** and show that work is being carried out as planned.

Think of Deliverables as:

“What evidence can we provide to prove this stage has been completed?”

Examples:

- Participant registration lists
- Attendance records
- Workshop materials or agendas
- Interim or final reports
- Partnership agreements
- Evaluation summaries

Key Point

Deliverables are **evidence of delivery**, not the result of delivery.

4. Project Outputs (Section 4.1)

What are Outputs?

Outputs are the **direct, measurable products of your activities**, usually expressed in **numbers**.

They show **what has been delivered at a quantitative level**.

Think of Outputs as:

“What did we deliver, and how much?”

Examples:

- 40 participants completed training
- 10 workshops delivered
- 3 community events held
- 100 hours of engagement delivered

Deliverables vs Outputs (Important Distinction)

Deliverables	Outputs
Evidence of activity completion	Quantified results of activity
Documents, records, materials	Numbers, volumes, counts
Shows work was done	Shows what was produced

Example:

- **Deliverable:** Attendance sheets from workshops
- **Output:** 40 participants attended workshops

Both are required:

- Deliverables provide **proof**
- Outputs provide **measurement**

5. Project Outcomes (Section 4.3)

What are Outcomes?

Outcomes are the **changes that occur as a result of your project**.

They describe the **difference made to people or communities**.

Think of Outcomes as:

“What has changed because of the project?”

Examples:

- Increased confidence among participants
- Improved cross-community understanding
- Development of leadership skills
- Increased participation in civic life

Measurement:

Outcomes should be measured through:

- surveys (before and after)
- feedback forms
- interviews or observation

Note: Outputs and outcomes should be supported by appropriate indicators and metrics to demonstrate progress, achievement and impact.

6. Metrics and Indicators (Section 4.4)

Metrics and indicators provide the evidence used to demonstrate progress and achievement. While outputs describe what was delivered and outcomes describe what changed, indicators identify what will be measured and metrics provide the specific quantitative or qualitative evidence of that change.

Note in the application form you will be expected to align your project's changes to a set of IFI Strategic Outcomes and Indicators. To make it easier these are available from a drop-down list at this point in the application.

It is recommended you familiarise yourself with these by reading the Applicant Guidance Notes. This document lists them all in a table which helps you select and pick the relevant ones to your project.

7. Project Impact (Section 4.2)

What is Impact?

Impact is the **long-term, wider change** that your project contributes to.

It goes beyond immediate participants and looks at **sustained or systemic change**.

Think of Impact as:

“What will be different in the long term?”

Examples:

- Stronger relationships between communities
- Reduced tension in interface areas
- Increased long-term civic participation
- Improved social cohesion

In Summary

Components → Milestones → Deliverables → Outputs → Outcomes → Impact

8. How It All Fits Together

Stage	Question	Example
Components	What will you do?	Run workshops
Milestones	When will key stages happen?	Programme launched in Q1
Deliverables	What evidence shows it happened?	Attendance records
Outputs	What did you deliver?	40 participants
Outcomes	What changed?	Increased confidence and skills
Indicators & Metrics	How you measure and evidence the change?	Indicator – Participants report increased confidence Metric – 75% report increased confidence
Impact	What is the long-term effect?	Stronger community relations

9. Simple End-to-End Example

Level	Example
Component	Leadership workshops
Milestone	Workshops completed by Q2
Deliverable	Leadership programme delivered
Output	50 participants attended
Output Indicator	Number of participants attending
Output Metric	50 participants
Outcome	Increased confidence, skills and agency
Outcome Indicator	Participants report increased confidence
Outcome Metric	75% report increased confidence
Impact	Improved life opportunities and community participation

Final Tip for Applicants

A strong application clearly demonstrates:

- ✓ what you will do
- ✓ how you will show it has been done (deliverables)
- ✓ what you will deliver (outputs)
- ✓ what will change (outcomes)
- ✓ why it matters long-term (impact)