



# Connecting communities: Share your story

**We'd love to hear how your organisation is creating positive change and helping your community.**

Please use the sections below to tell us about your story.

## Before you start

When writing the story, always put the participant at the centre and be accurate about their story and experience. Understand that representation of diversity is important. Select your story based on the people who receive your support, and the ways you have helped them.

Make sure that anyone who can be identified in your story and photos has agreed to share their details or image. Please fill out the permission to publish section at the end of this template and attach the signed consent form.

## Already shared your story somewhere?

If you have already developed communications about your story, you can share a short description of the story or material below in **story snapshot**.

Share the online link, or attach the file (e.g. PDF, JPEG) of your news article, social media post, case study, video or newsletter item **instead of completing the full template**. Please make sure you complete the **essential information section** when sending through your materials.

## Story snapshot

Share a short summary to explain what your story is about and why it matters to your community. Focus on what's special, new, or inspiring.

## About your organisation

Write one or two sentences about your organisation and the people or community you help.

## The challenge or opportunity

What community need or opportunity did you want to address? Explain the issue, gap or opportunity that motivated your work.

## Your actions

What did you do – or are in the process of doing – to make a difference? This could include events, new programs, partnerships or changes you made.

## The results

Explain what differences your work made. You can include community feedback or information such as statistics to demonstrate the success of your project.



## Community voices

Include a quote or story from someone involved – a participant, volunteer, partner or someone in your workforce. This could be something they said, or even how they felt.

Example: "When I signed up to volunteer at the aged care home, I thought I could improve somebody's life. I had no idea at the time it would change my life. Bill and I have become great friends." (volunteer).

Please don't include any personal information.

## What's next

What are you planning next, or what's the goal for the future? For example, are you expanding your project, trying something new or celebrating a milestone?

## Anything else you would like to add? (optional)

Share any advice, lessons learned, message to the community or any other information you'd like to add.



## Essential information

Please fill in the following details:

Field	Details
Name of organisation	
Suburb and state	
Social media handles for tagging (optional)	
Contact person	
Position	
Phone	
Email	
Australian Government Program – name of program or service delivered	

## Permissions and attachments

Select yes or no for the following statements.

Please note: Attaching visual or audio materials is required for those submitting communication materials already developed. It is highly recommended for all others. We are unable to receive video files by email. Please let us know if you have video files, and we'll be in touch.

I give permission for the story, quotes, and images to be shared publicly (this may include on websites, in reports, socials media, or through Minister's communication channels).	Yes	No
I have attached visual or audio materials – or provided relevant links	Yes	No
I have attached signed consent forms from all people referenced or recorded.	Yes	No

Send your completed Connecting Communities: Share your story template and all attachments to [CommunityCaseStudies@dss.gov.au](mailto:CommunityCaseStudies@dss.gov.au)