

Healthy Communities Program

Main
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## Guidelines for Reporting

## Over $5,000

### Healthy Communities Over $5,000

Annual and Final Project Reports

Please provide a short report using the headings below. Please keep annual reports reasonably short and concise; excessive detail is not required. The information required for annual reports is a clear summary of progress for each of the project objectives and if the strategies are being carried out as planned. The final report should outline progress and outcomes for the whole project in its entirety. The level of detail provided should be relative to the size, budget and complexity of the project.

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| Project information | **Description** |
| Project Number |  |
| Project Title |  |
| Organisation/Institution |  |

**Objectives and Project Reach**

Please list the project objectives as described in the original application to Healthway and, using point form or short paragraphs, describe the progress against each objective.

Comment on the number of people involved in or reached through the project, including approximate numbers from Healthway priority population groups.

**Strategies and Partnerships**

Please describe the strategies implemented by the project. Identify any planned strategies that have not been progressed or will not be carried out and briefly describe the reasons for any changes. Briefly comment on partnerships with stakeholders.

**Evaluation**

Describe the evaluation and methods used, including a summary of results and lessons learned. Independent evaluation reports can be attached as appendices.

**Sustainability (Final reports only)**

Comment on how any project activities will continue beyond the end of Healthway funding.

**Financial Reports**

Financial reports should consist of an annual Income and Expenditure statement for the Healthway grant, signed by the Chief Executive Officer/General Manager or equivalent officer. Independently audited financials may be required, please refer to your Healthy Communities Agreement to confirm the financial reporting requirements.