

Healthy Communities Program

Main
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## Guidelines for Reporting

Up to $5,000

### Healthy Communities: Up to $5,000

Project Reports

Please provide a report on your Healthway funded project using the headings below. Please keep your report short and concise; excessive detail is not required.

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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 whether the objectives were achieved or not.

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 and any partnerships formed with any health or other groups. Briefly describe any lessons learned along the way including what you might do differently next time.

**Evaluation**

Please describe how you evaluated your project and the key results.

**Sustainability**

Comment on whether any aspects of the project will continue now Healthway funding has ceased.

**Financial Reports**

The financial report should consist of an Income and Expenditure statement showing a full breakdown of expenditure against the approved budget for your Heathway grant. The Statement must be signed by the Chief Executive Officer/General Manager or equivalent officer for your organisation.