

Physical Activity Innovation Program

Main
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## Guidelines for Reporting

# Physical Activity Innovation P

Final project reports

Please provide a short report using the headings below.

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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**

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 and signed by the Chief Executive Officer/General Manager or equivalent officer. The report must clearly show the funding received from Healthway.