# Black-red

# HEALTH PROMOTION PROJECTS – OVER $5,000

**ANNUAL/FINAL REPORT GUIDELINES**

*Please quote your 5-digit project number and if your project is funded for more than one year, please state the year of your current Healthway grant covered by this report (Year 1, 2 or Final Report).*

*Please email acquittals through to* *Healthway@healthway.wa.gov.au*

#### Project Report

Please provide a short report using the following headings. Please keep annual reports reasonably short and concise; excessive detail is not required. The key 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. **Use brief point form where appropriate.**

**Objectives**

* Please list the objectives of the project as described in the original application to Healthway and for each objective either use point form or short paragraphs to 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**

* 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 the methods used. Please provide a summary of key results and lessons learned.

**Sustainability (Final reports only)**

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

#### Financial Report

* Financial reports should consist of an annual Income and Expenditure statement for the Healthway grant, signed by the authorised and responsible officer.
* Independently annual audited financials may be required, please refer to your Health Promotion Agreement to confirm the financial reporting requirements.