



Project Report Form - Community Grants Program

General Guidelines:

Introduction text.

Instructions:

1. Complete this form.
2. Save it on your computer. **This is important!** For help see “How to Save Your Completed Form” on the last page of this document.
3. Send the PDF file as an email attachment to grants@lrwc.ca

Project Report Form - Community Grants Program

SUMMARY

Date of Project:

Your Name:

Project Name:

Telephone:

Location of Project:

Mailing Address:

Project Description:

Number of participants in attendance at event (if applicable):

Please check all boxes that apply and complete the information requested.

Wellness Theme:

Heathy Eating

Injury Prevention

Child & Youth Development

Physical Activity

Tobacco Control

Environmental Health

Mental Health

Health & Literacy

Whose Idea Was It?

Wellness Coalition

Health Staff

Community Group

Other:

Who Participated?

Children

Adults

Other:

Youth

Seniors

How Did You Let People Know?

Radio

Church Bulletin

Newspaper

Other:

PARTNERSHIPS

A. What partners did you work with for this project?

B. What did each partner do to support the project?

SUSTAINABILITY

A. What plans do you have to continue your project?

B. How will you let others know that you accomplished your project?

C. What difference have you noticed in your community as a result of your project?

D. What would you do differently next time?

COMMUNICATION

A. How did you find out about the Community Grants Program?

- Website Newspaper Health Care Worker
 Community Event Brochure/Poster Community Channel/Radio
 Community Group or Friend Other:

B. What kind of support did you receive from the Coalition to carry out the project? (e.g. promotional items, being available, answering questions.)

C. Was the Coalition clear about what was expected of you?

Promotion of Coalition as a partner Yes No

Promotion of healthy messages Yes No

Use of funds Yes No

Reporting and receipts Yes No

Comments:

PROCESS

D. Was the grant application easy to complete? Yes No

If "No", let us know how we can make it easier:

The current deadlines for grants are Dec 1, March 1, Jun 1, Sept 1. Do these dates work for you? Yes No

If "No", please comment:

E. Did you receive your grant money in time? Yes No

F. Did we give you enough time after your project to send in your receipts and this report? Yes No

Successes

Please share any stories or experiences from your event/project:

FINAL COMMENTS

A. Can we share your project experiences with other groups? Yes No

B. Was the final report easy to complete? Yes No

If not, how can we make it easier?

C. What final, overall comments do you have about your experiences with the Community Grants Programs?

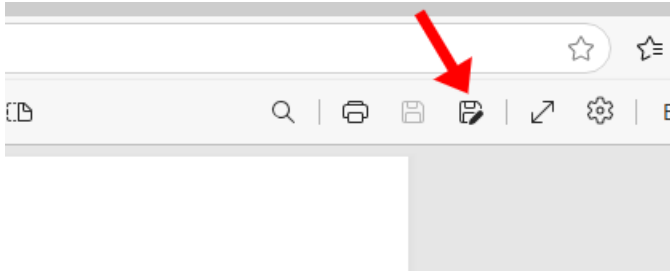
— END OF FORM —

How to Save Your Completed Form

After filling out the form you **must save it** on your computer else your information will be lost. How to save it depends on the program you're using. Here are three common examples.

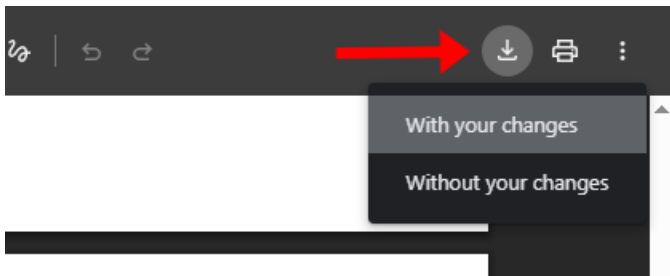
Microsoft Edge

Click the **"Save As"** button on the toolbar at right:



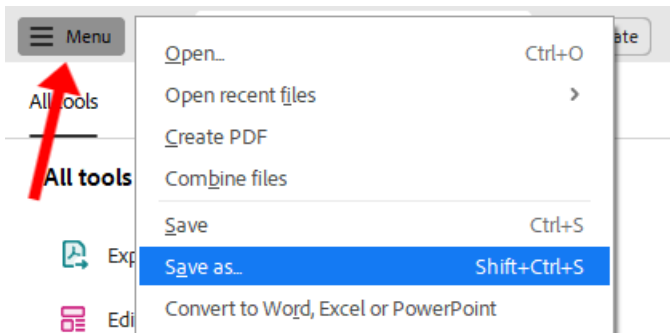
Google Chrome

Click the **"Download"** button on the toolbar at right, then choose **"With your changes"**:



Adobe Acrobat

Click the **"Menu"** button at left, then choose **"Save as"**:



Naming the PDF file

For convenience you can change the file name to include your organization. For example:

Original Name: LRWC Project Report Form.pdf

Your Name: LRWC Project Report My Organization.pdf