

Small Funding Grants for Pacific Initiatives

Reporting Template

Congratulations! Your activity has been delivered!

The final step is to tell us how it went and what you found out along the way.

Please complete the following questionnaire by **31 July 2020**. It should take approximately 5 minutes to complete all the questions. If possible, please include some photos of your activity.

If you have questions or need help completing this form please contact:

Nadine Milmine
Active Canterbury Network Coordinator
Email: Nadine.Milmine@pegasus.org.nz
Phone: 0274 621 262

How to submit a copy of your report by email:

Email your completed report to: Nadine.Milmine@pegasus.org.nz

How to submit a hard copy of your report:

Send your completed report to:

Lisa Hesp
Programme Coordinator
Pegasus Health
P.O. Box 741
Christchurch 8140

Or drop off to the Pegasus Health main reception (1st Floor) at 401 Madras Street in an addressed envelope with Attention: Lisa Hesp on the front.

You will be sent an email receipt within 3 working days to confirm the report has been received. Please note we may contact you at a later date to clarify certain details or gather additional information.

Thank you for taking part in this initiative. We hope there will be future opportunities to build on this work and continue to support Pacific communities to deliver classes, groups and programmes that will encourage regular physical activity.

Fa'afetai tele lava (Thank you very much)

Reporting Template

Please complete ALL sections of this reporting form:

1. Contact details:

Name of person completing the form: _____

Involvement in activity: _____

Contact phone number: _____

Contact email: _____

2. Activity overview:

Name of activity:

Aims and objectives (what did you want to achieve):

Brief description of activity:

Activity delivery dates and duration:

Location and setting (where you delivered the activity):

Method of promotion (e.g. flyers, social media, word of mouth):

Equipment and resources used:

3. How many people participated in the activity?

- ☐ Less than 10
- ☐ Between 10-20
- ☐ Between 20-30
- ☐ Between 30-40
- ☐ More than 40

Comments:

4. Which Pacific peoples participated in your activity? (tick all that apply)

- ☐ Samoan
- ☐ Fijian
- ☐ Cook Islands
- ☐ Tongan
- ☐ Niuean
- ☐ Tokelauan
- ☐ Other/ Comments:

5. Which groups were represented? (tick all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Women |
| <input type="checkbox"/> Families | <input type="checkbox"/> Men |
| <input type="checkbox"/> Seniors/Matua | <input type="checkbox"/> People with a health condition (e.g. diabetes, obesity, cancer, CVD, chronic pain etc) |
| <input type="checkbox"/> Young people | <input type="checkbox"/> People who are not regularly active (e.g. less than 30 minutes of moderate activity, 5 days a week) |

Comments:

6. What evaluation methods and tools did you use? (tick all that apply)

- ☐ IPAQ (International Physical Activity Questionnaire)
- ☐ Written surveys
- ☐ Focus groups
- ☐ Interviews with individual participants (success stories)
- ☐ Participant evaluation tools like flipcharts or grids
- ☐ Other

Please provide more detail about the methods and tools used:

7. How successful was the activity at achieving your objectives?

- ☐ Not at all ☐ Somewhat ☐ Moderately ☐ Very ☐ Extremely

What information did you collect to inform this conclusion?

8. How satisfied were the participants?

- ☐ Not ☐ Somewhat ☐ Satisfied ☐ Very ☐ Extremely

What information did you collect to inform this conclusion?

9. Did the activity result in an increase in physical activity levels? Note: If you used the International Physical Activity Questionnaire (IPAQ) to measure changes in activity levels and require help to analyse the data please contact us.

☐ Not at all ☐ Somewhat ☐ Moderately ☐ Very ☐ Extremely

Please tell us how you recorded changes in physical activity levels:

10. Please share a positive outcome that occurred as a result of this activity (e.g. healthy lifestyle changes, support to continue the activity, participation in other activities, improved health of participants etc)

Please refer to the cover sheet for details on
how to submit your report.