



# Prince George Cougars Spirit of Healthy Kids School Program



## Final Project Evaluation Report Due June 26, 2020

Evaluation is an important piece of the granting process. Evaluating your project is not only necessary for our records but also assists us in learning more about your community, your project and how to improve the overall granting process. This process helps to ensure that project goals are met and identifies any areas for improvement or opportunities to grow the project. We will use this information to share stories and support other projects to be successful.

### Part A: Who, where and when

<b>Name of School</b>	<b>Mailing Address:</b>	<b>City:</b>	<b>Postal Code:</b>
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**Contact Person(s):**

**Contact Email(s):**

<b>Project name</b>	<b>Project start date</b>	<b>Project end date</b>
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**Amount of grant funding received \$:** \_\_\_\_\_

### Part B: What, why and how

**Please describe the original goals of your project as outlined in your program application:**

**Please provide details of your project's key outcomes and results achieved based on your initial project goals and planned activities. Provide the number of participants reached and any other important statistics:**

**What were the challenges or barriers you faced in reaching your project goals? How did you overcome or address them? What were the lessons learned?**

**Please describe any unexpected positive outcomes as a result of the project efforts. What surprised you?**

**Please identify the partnerships developed or strengthened as a result of this project:**



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## Part B: What, why and how

What are your plans to keep this project going at your school?

We would LOVE to share your story! Please tell us how the Spirit of Healthy Kids Regional Program has made a difference in your school:

## Part C: Project budget

You need to account for how the Spirit of Healthy Kids Regional Program Funding was spent on your project. Receipts or financial print outs must accompany this final evaluation report (photocopies are acceptable).

### 1. What was the TOTAL cost of the project

Expense	Amount	
<b>Total</b>		

### 2. Did you receive funding from other sources? (Example - service clubs, government agencies, NGO's, donations, other granting funds)

Source	Amount	
<b>Total</b>		



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## Part C: Project budget

**3. Did you receive in-kind (free) supports from other sources?**  
(Example - volunteer hours, donated spaces, equipment, use of vehicles, etc.)

Supports	Value
<b>Total</b>	

**4. How did you spend the grant funding from the Spirit of Healthy Kids Regional Program on this project?**  
(Please provide details)

Breakdown	Amount
<b>Total</b>	

## Part D: Additional information

**Please share your photos with us!!!** We love to see photos of these amazing projects in action. Make sure that you have people's permission to use their photos in your report, as we will assume that permission has been obtained before you share them with us. We would appreciate high-resolution photos attached electronically to this report or even sent in a separate email to ensure good quality for our sharing purposes. Any other links to online media, newspaper clippings, drawings or stories from project participants would also be welcomed and greatly appreciated.

Program Partners (Prince George Cougars, Spirit of the North Healthcare Foundation, Northern Health, VISTA Radio) may use the information in this evaluation report and share with others. Our purpose is to inspire other communities and groups to apply for grant funding that will support community-based, health promotion and chronic disease and injury prevention projects throughout the north. You may also be contacted from a member of the program team or Communications Department to discuss your project with you in more detail for other sharing opportunities (Partner blogs or websites, newspaper, media, etc.).

Please note that your report materials become the property of the Spirit of Healthy Kids program so that we can explain how and where the funds were spent and what activities were happening at the school, as a result of the grant funding your project has received.

**Consent Requires: Please check the box below if you agree to the above statements:**

I am providing consent for the Spirit of Healthy Kids Regional Program, and it's associated partners, to use this project information and any photos shared for information and promotion purposes.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## Part E: Submitting your evaluation report

**When submitting this final evaluation report, please ensure that all sections are completed in full, receipts or financial statements are included and any project photos are shared. If you have any concerns, questions or need support in completing this report, please do not hesitate to contact us!**

Please send your completed reports and attachments via email, fax or mail to:

**Email:** [spiritofhealthykids@northernhealth.ca](mailto:spiritofhealthykids@northernhealth.ca)

### **Contact information**

Spirit of Healthy Kids Regional Program  
400-1488 4th avenue  
Prince George, BC  
V2L 4Y2

**Phone:** 250-645-6568

**Fax:** 250-612-0810

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