

Please read the following information carefully.

Introduction

As part of Wishlist's commitment to improving health services for our local community you have received funding to support a project.

Why do I need a report?

Funding allocated to projects is generated through fundraising activities, sponsorships, and donations. There is considerable interest from these stakeholders in what happens to the money and what changed because of it and they are always asking us for feedback. The information you provide will assist in providing feedback to donors and encouraging new revenue sources.

If we have agreed to support your project over a number of years your report will provide the information to ensure ongoing funding and there will not be a requirement to submit a full application each year of the agreed period.

Seeing the results from projects that have been funded will also assist the Foundation to evaluate future funding requests.

How often is the report required?

One report will be requested to be provided on completion of your project, or in the case of an ongoing agreement an annual report will be required.

Is there anything else my report will be used for?

The information provided in your report may be used to generate promotional opportunities such as in newsletters, local media, or the website.



Project Report Template

Project name

Funding round

Application number

Name of applicant

Position

Phone

Email

Work unit where project was undertaken

Project title

Amount of funding received

Was the project completed as planned and within the agreed time frame and budget

Yes

No

If you answered "no" to the above please provide an explanation

For the purposes of promoting the work of Wishlist please outline how the funding has enhanced patient care and the work within your unit. Wishlist may use your story for promotional purposes (complying with Wishlist Privacy Policy)

Please provide a brief statement highlighting what was achieved by the project

Please provide a brief outline of how information from the project was shared

If shared please provide copies of any photos, media coverage, media releases and printed material (these can be attached to this PDF)

Did you encounter any difficulties?

Yes

No

If you answered "yes" to the above please provide some further details.