

# Activity Report

## COMMUNITY FOOD ACTION PROGRAM

Congratulations on completing your Community Food Action initiative! This is a perfect time to take some time to reflect on your initiative, to think about what went well and what you would do differently in the future. We hope this document helps you to do that.

The information you share can also help other communities, schools and organizations. We may share your information via media releases, newsletters, websites, social media, workshops, and conferences, to help others learn and be inspired.

Providing information about your initiative also helps our department demonstrate responsible use of grant funding and inform decision makers on the impact of the program.

Be sure to complete your activity report as soon as possible after completing your initiative (within 30 days) so it is still

fresh in your mind, and the people involved are still able to give their feedback.

### Important

Please note that activity reports for any previously funded Community Food Action Grants must be submitted before you will be eligible to receive additional grant funding from the Department of Health.

If you have questions or require more information, please contact [mieux-etre.wellness@gnb.ca](mailto:mieux-etre.wellness@gnb.ca).

**Please send the completed activity report with attachments to:**

Email: [mieux-etre.wellness@gnb.ca](mailto:mieux-etre.wellness@gnb.ca)

## General information

<b>Name of Organization</b>		
<b>Name of Person Responsible for this Activity Report</b>		
<b>Telephone Number(s)</b>		
<b>Email</b>		
<b>Name of Initiative (same as on your application)</b>		
<b>Dates of Initiative</b>	Start:	End:



## Participants and target groups

Please indicate which groups were targeted and the number of participants from each target group, if possible.

- |   |   |
|---|---|
| <input type="checkbox"/> Seniors #            | <input type="checkbox"/> Persons living in poverty #          |
| <input type="checkbox"/> Children and Youth # | <input type="checkbox"/> First Nation and Aboriginal People # |
| <input type="checkbox"/> Other (describe):    |   |

Total number of participants:

### 1 Was this the target population you planned to attract?

If not, what could you have done differently to get them more involved?

- Check back on your application form to see which target populations you identified in your planning phase

## Telling your story

Please answer the following questions with as much detail as you can.

### 2 How close did you come to doing what you set out to do?

What changed from the original plan?

**3** What worked really well?

What didn't work so well, and why?

What do you wish you had done differently?

**4** Was there local food used within the initiative? If yes, please describe.

## Measuring your results

*In planning your initiative, you chose some outcomes to evaluate and some tools you could use to show how you met those outcomes (e.g. participant surveys, interviews with participants, tracking forms, collecting testimonials, partner surveys). Please refer to your application to help you answer this question.*

**5** Please outline what was achieved with this initiative.

- Please describe what tools you used to measure your results.
- Provide evidence that shows the benefits of what you did.
- Include participant perspective on the experience (e.g. quotes), as well as tracking numbers, survey results, etc.

## Sharing your success

**6** Where can people get more information about your initiative?

Attach copies of any articles, newsletters, emails, testimonials, quotes from participants, photos;

- Provide links to any websites, Facebook pages, videos, blogs, etc.
- Provide copies of (or links to) any coverage about your initiative in newspapers, on radio or TV.
- Please indicate if you would be comfortable with Public Health New Brunswick sharing your story with others in New Brunswick

**7** Are there any resources you discovered that you think would be useful to others?

- Attach copies of (or links to) resource documents;
- Provide links to any websites, Facebook pages, videos, blogs, etc.

### Thinking ahead

**8** Now that this initiative is complete, what will you and your partners do to sustain the enthusiasm and commitment to wellness that you have built through this initiative?

- Please briefly describe your ideas.

*Thank you!*