

# 2023 PlanH Final Report Questions

**PLEASE NOTE: This document is not the final report form**

*Use this document to prepare answers for you're 2022 PlanH grants final report. It includes all the questions you will find in the report.*

*If you wish you can cut and paste from this word document to the [final report webform](#) to submit your answers*

## While completing the report:

While completing the webform, you will be asked to submit a financial report using the [PlanH Financial Report Template](#). You will also have the opportunity to submit additional documents (photos, reports) if you wish. You will be prompted to upload or email these items while completing the final report. The webform can be viewed on a phone or tablet but is optimized for completion on a computer that will allow you to easily download and upload files.

## Name and contact details

1) Primary contact:\*

Full name:

Email:

Title of project:

## Grant recipient information

2) Please select the name of your community\*

3) Please indicate the type of local or Indigenous government submitting this report:\*

First Nation Band or Self-governing First Nation

First Nation Tribal Council

Métis Chartered Community

Municipality

Regional District

Other - Write In:

4) Please indicate the regional health authority in which your community is located.\*

First Nations Health Authority

Fraser Health

Interior Health

Island Health

Northern Health

Vancouver Coastal Health

5) Please select the type of grant your community was awarded.\*

Community Connectedness (\$5,000)

Healthy Public Policy (\$15,000)

## Project Activities and ResultsH

6) What was the overall goal of your project? What did you intend to achieve? \*

7) Please explain how your project was successful.

*What changes occurred as a result of this project? How have these results benefitted your community?\**

8) For Community Connectedness grants only: How did this project encourage community connectedness and inclusivity in your community?

9) For Healthy Public Policy grants only: Please explain how this project contributed to the development of a healthy public policy in your community. For example:

helped create equitable engagements towards the development of healthy public policies

developed an equity informed policy framework

integrated an equity lens into an existing policy framework

created data that will be used as input into the new or modified policy

10) Did you (or your team) apply an equity lens to your project in any way? For example, you established an advisory committee that included people of different age groups, or different lived experiences. Another example might be intentionally including different groups of people in your survey.

Yes

No

11) If yes, please describe how you/your team applied an equity lens to your PlanH project or process. For example, what opportunities did this grant for inclusion, distribution of resources or reducing barriers for participation from underrepresented groups?

12) If an equity lens was not applied to your project or process, please elaborate on what challenges you faced and what might be done differently next time.

## Project Activities and Results

13) What worked well? Were there any challenges that needed to be managed? What, if anything, would you do differently next time?

14) Did anything interesting or unexpected occur during your project that you would like to share?

## Developing Partnerships

15) Did you establish at least one new partnership as a result of this project?\*

Yes

No

16) If yes, what new partnership(s) was (were) established because of this project?

*Check all that apply*

Health authority staff

First Nation government

Métis Chartered Community

Interdepartmental staff (local government)

Interdepartmental staff (Indigenous government)

Non-profit organization

Private sector/business

Hospital/health care

- RCMP/local police
- Faith institution
- Academic institution
- Other - Write In:

17) If yes, explain why this new partnership is significant to your project/initiative and what steps were taken to develop it.

### Strengthening existing partnerships

18) Were any existing partnerships strengthened because of this project/initiative?\*

Yes

No

19) If yes, please explain the significance of these partnerships to your project/initiative.

20) If yes, please explain how this grant helped to support the strengthening of your existing partnership(s), and what steps were taken to strengthen it. For example:

this project helped to create stronger connections

this project helped to shape the partnership towards sharing actions

this project helped to create a strong sense of trust and collaborative actions

### Collaborating with your health authority

21) Have you collaborated with staff from your regional health authority during this grant period?\*

Yes

No

22) If yes, in what ways have you collaborated with the health authority staff?

23) Did PlanH/BCHC help to connect you with your health authority?

Yes

No

24) If you did not collaborate with your regional health authority, please explain why not.

### Support from community leaders/Elders

25) Did your project have political/policy support from community leaders/Elders to advance community connectedness in your community?

Yes

No

Not applicable

26) If yes, please describe how your project was supported by community leaders/Elders.

For example:

meetings with community leaders to discuss results and/or next steps

Elders are working closely with the project team

Elders are asking for information and/or results

community leadership is allocating resources towards community connectedness

### BC Healthy Communities (BCHC) Support

27) Did you use the in-kind supports provided by BCHC as part of this grant?\*

Yes

No

28) If yes, What type of support provided by BCHC did you use?

*Check all that apply.*

- Input on goal development and/or policy recommendations
- Offering guidance on reflective planning practice
- Supporting monitoring and evaluation strategies including the development of indicators, data collection methods, and evaluation frameworks
- Developing in-person and online community engagement processes including planning, design and facilitation strategies
- Reviewing documents and advising on best practices
- Providing research to meet the needs of the PlanH project or engagement strategy
- Connecting local or Indigenous governments to health authorities or other organizations
- Participating in advisory committees
- Sharing resources developed by BC Healthy Communities
- Designing and delivering online trainings and webinars specific to your needs
- Sharing and amplifying success stories
- Other - Write In:

29) If BCHC supports were used, please describe *how* you used this support in your project. For example, did you (or members of your project team) use any of the tools or processes provided by BCHC (e.g., research support including survey tools or document review, or engagement strategies for facilitating community events)? Did you (or members of your project team) use any of the action guides or other PlanH website resources for your project to share with other people connected to your project?

30) Did you or a member of your team participate in a group call that included other PlanH grant communities on specific topics (e.g., housing, mental health and wellness, outdoor education, food (in)security)?

Yes

No

31) If yes, Was this call with other PlanH grant communities useful for your own project work?

Yes

No

32) If yes, please elaborate on how this call was useful for your work. What worked well?

33) If no, please share why this call was not effective for your work. What could be improved?

## Lessons to share

34) For community connectedness grants only: What have you learned about community connectedness that you would share with other local/Indigenous governments or organizations doing similar work?

35) For Healthy Public Policy Grants only: What have you learned about working towards creating healthy public policies that you would share with other local/Indigenous governments or organizations doing similar work?

36) What lessons about working with BCHC would you share with other communities?

## Celebrating your community's success

37) We'd love to share information about your project with other communities across the province! If you have a story about your community's *Healthy Communities* work, we'd love to hear about it. Use the space below to share your experience.

to help facilitate this, think about if you were giving a presentation on your project—what would you tell your audience?

*What were the highlights?*

*What would you showcase?*

*What are the successes/results/changes that benefit your community?*

38) Do you have any photos, posters/graphics, reports or other documents you'd be comfortable with us sharing through our PlanH newsletter and website? Please let us know, and if so, share how you would like to share them.\*

**IF YOU ANSWER YES, THE WEBFORM WILL PROMPT YOU TO SUBMIT ANY ADDITIONAL DOCUMENTS BY FILE UPLOAD OR EMAIL.**

## Financial report

40) Please use the PlanH 2023 Financial Report Template sent to you to report on how you spent the grant money, any additional resources you received, and what the total cost for your activities was.

You can download the [PlanH Financial Report Template here](#).

**IN THE WEBFORM YOU WILL BE PROMPTED TO SUBMIT THE FINANCIAL REPORT BY FILE UPLOAD OR EMAIL.**

## Ready to Submit?

42) You have now completed all the questions in this final report. If you want to make any changes, or review, you can use your back button to check your answers.

When you submit the report a PDF copy will be sent to the primary contact email provided in question 1.

*Do you want a copy of this report sent to an additional email address?*

Yes, I would like to add another email before I submit

No, I do not want to add another email before I submit

43) If yes, what additional email address do you want the report sent to?

## Submitting the final report

When you hit SUBMIT the final report will be submitted and a copy of the report will be sent to:

- Primary contact email (question 1)
- Second email, if provided (question 43)

Please note, once you hit SUBMIT you can no longer edit this report.

## Thank you!

Thank you for taking the time to submit this final report. Sharing your results with others is an important step as we learn from each other and move forward in our ability to create healthy communities for all!

If you do not receive an email within 30 minutes of submitting this report please check you junk mail folder. If you do not receive a copy of this report please feel free to contact [grants@planh.ca](mailto:grants@planh.ca) for a copy.