

2010/2011 Toronto Public Health AIDS Prevention Community Investment Program Report Guidelines for "New" Projects

All groups will meet with their project officer in the fall (September - December) for a verbal report. Your project officer will discuss activities, evaluation, budget, future plans, reports, etc., with you at that time. An interim report (due January 17, 2011) and a final report, including an evaluative summary (due July 18, 2011) are required for each project.

The information gathered from project reports and the evaluation summaries will be used to assist Toronto Public Health to identify emerging trends and shifts in project strategies and for aggregate statistical reporting to the City of Toronto Community Partnership and Investment Program.

The following guidelines will help you plan for the fall meeting and write your interim and final report:

Document your activities, be specific and concise. Include only information on activities related to your APCIP project for which the City has provided funding. You must **include dates, locations, key contacts and numbers** where applicable. Please use point form where appropriate.

Interim Report due January 17th, 2011 and Final Report due July 18th, 2011

The Interim & Final Report must contain the following information:

Appendix A: Cover Page: Please ensure it is signed and dated. Email signatures are not accepted.

Appendix B: Staffing: Provide the name, title, salary, hours per week and total hours for the reporting period of each employee (including peers) paid with funds provided by APCIP.

Appendix C: Summary of Project Outputs.

- a) list each service from your **Letter of Understanding**.
- b) list and describe project activities and methods related to the service; include dates and locations of activities; and, describe the target population and numbers reached.
- c) describe the methods used to evaluate each service/activity and results.
- d) describe any modification to your project as a result of your evaluation.*
- e) estimate the percentage of work completed to date.

Appendix D: Financial Statement

- report only on money received from APCIP - do not include in-kind contributions or other sources of funding.
- include a financial statement that shows expenditures for the period covered by the report and total expenditures to date.
- submit exact spending figures, as per receipts. (For example, if \$100 was allocated for a particular budget item, and at the 6 month report you spent \$47.15, please record \$47.15. Do not round off to \$50.00).

Appendix E: Year End Service Level Indicator Form – due July 18th, 2011 in Final Report Only.

***You must notify us in advance of any proposed changes to the project, staff, office location or budget.**

Content of Final Year End Report:

- the final report must include Appendix A, B , C, D for the period Jan. 1st to June 30th and the year end service level indicator form Appendix E.
- the final report does not need to include detailed information already provided in the interim report.
- the final report must include a *brief evaluative summary* (2 pages maximum) of the overall project for the year. the evaluative summary is an overview of the entire project from beginning to end. Please detail the successes, the challenges, lessons learned and why the project is needed in the community.
- include a summary of the results of your project, relying on any evaluation from both reporting periods.
- indicate what you would do differently and how you would build on your project based on the results of the evaluations.
- the evaluative summary must identify emerging trends (social, knowledge and/or behavioural) that are directly linked to the project activities.

Educational/Promotional Materials

- the development of any educational materials or promotional items directly funded as part of a grant from APCIP or developed using staff time funded in your grant should be included. New resources and revisions, adaptation or translation of existing resources should also be included.
- provide a description of each item, its purpose and its intended target group.
- please discuss content ideas in early stages with your projects officer or include in your written report. If you are producing audio visual material, please involve your project officer in a theme meeting and/or share a written outline/content overview.
- describe the development, review process and production schedule for these materials in detail (e.g. focus testing, input from colleagues).
- describe your distribution strategy to the target population.
- include samples of draft materials for review by Toronto Public Health, providing at least 3 weeks for input.
- comments will be returned to you as to a) concept or wording that should be changed; and b) readability and editorial suggestions for your consideration.

Please note: All funded organizations MUST maintain records of **all** services provided on behalf of the City of Toronto, please ensure your records contain dates, locations, key contacts and numbers where applicable – this information could be requested at any time during the project history.

It is essential that your reports are timely and detailed. *Personal information is collected under the authority of the City of Toronto ACT, 2006, s. 136 (C); Health Protection and Promotion Act, R.S.O. 1990, c. H7, s.4 and 5, and, By-law No. 708-2007.*

Please forward one copy of each report to your project officer by the dates specified and if more information is required contact your Project Officer:

Simone McWatt
Toronto Public Health
175 Memorial Park Avenue
Toronto, Ontario
M4J 4Y6
Phone: (416) 338-0917
Fax: (416) 338-0921
Email: samcwatt@toronto.ca

Or

Tony Caines
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Email: tcaines@toronto.ca

Appendix A

Progress Report Cover Page

Project Name: _____

**Sponsoring
Organization:** _____

**Period covered
by this report:** _____

This report is an accurate record of project activities.

This report was prepared by: _____

Name - please print

Title

Signature

Phone #

Date

**Authorized Signature for
the Sponsoring Organization:** _____

Name - please print

Title

Signature

Phone #

Date

Appendix B Staffing

Staffing: (These numbers should relate to Appendix D – Financial Report, where applicable)

1. Staff hours per week full and/or part time

Staff Name(s) & Title	Wages/hour	Hours/ Week	Total Hours for reporting period

2. Number of paid peer workers:

Name(s)	Hourly Rate	Hours/ Week	Total Hours for reporting period

3. Number of unpaid volunteers:

Volunteer Name(s) DO NOT PROVIDE FULL NAMES	Hours/ Week	Total Hours for volunteers for this period

Project #: _____

Agency: _____

Appendix E
AIDS Prevention Community Investment Program
Year-end Service Level Indicator Form
To be completed with Final Report due July 18, 2011

Please provide information on completed activities for the funding year. Provide actual numbers, not estimates. Do not provide information for activities that your project was not funded to carry out. If you exceeded the contracted activities record the numbers that are consistent with the funded contracted activities. That is, if you were contracted to provide 8 workshops and you completed 10 workshops, only record 8 workshops. Thank you.

The total number of completed workshops/presentations/sessions for the 2010/2011 AIDS Prevention Community Investment Program funding period is _____.

The total number of participants that attended workshops/presentations/sessions in the 2010/2011 AIDS Prevention Community Investment Program funding period is _____.

The total number of completed outreach activities in the 2010/2011 AIDS Prevention Community Investment Program funding period is _____.

The total number of contacts for outreach activities in the 2010/2011 AIDS Prevention Community Investment Program funding period is _____.

The total number of completed publications (not copies) in the 2010/2011 AIDS Prevention Community Investment Program Grants funding period is _____.

The % of full time employment (FTEs) spent on the project in the 2010/2011 AIDS Prevention Community Investment Program funding period is _____. (e.g. 21 hours per week would be 60% of full time employment based on a 35 hour work week)

The total number of recruited staff (peer educators) and total number of hours spent on the project in the 2010/2011 AIDS Prevention Community Investment Program funding period is: Peers: _____ Hours: _____.

The total number of volunteers and total number of hours spent on the project in the 2010/2011 AIDS Prevention Community Investment Program funding period is: Volunteers: _____ Hours: _____.

The total number of media articles/interviews for the project in the 2010/2011 AIDS Prevention Community Investment Program funding period is _____.

The total number of condoms distributed by the project: _____.

Other activities? (Please specify, and ensure they are part of your contracted activities)

Thank you

The information on this form is collected under the authority of the *City of Toronto Act, 2006, s. 136 (c); Health Protection and Promotion Act, R.S.O. 1990, c.H7, s.4 and 5; and, By-law No. 708-2007*. The information is used to identify emerging trends and for aggregate statistical reporting.

Appendix C
Summary of Project Outputs
These statistics should pertain to this City of Toronto Funded project only.

<i>Contracted Service</i>	<i>Project Activities or Methods, Dates & Locations Target Populations</i>	<i># of Participants Reached</i>	<i>Evaluation Methods and Results</i>	<i>Program Modifications</i>	<i>% of services completed</i>
Example: Recruit, train & support a minimum of 12 volunteers to:	Volunteers recruited through ads in local newspapers. 3 orientation sessions scheduled for October 5, 15, 25th to members of the South Asian Community	6	Verbal feedback indicated more role playing would be useful. Volunteers attended all sessions & have agreed to participate in 3 hrs of volunteer work per week	Role playing increased as per evaluation feedback	50% completed