

A. GENERAL INFORMATION - Contact person

First Name		
Last name		
Organisation		
Role in the organisation		
Address		
Telephone number		
E-mail		
Web link		
Are you available for a phone/Skype interview?	Yes	No

Please provide a short description of your organization (200 words)
(e.g. type of organization, goals, mission and vision, size and number of employees)

Project information	
a. Name of the project	
b. Start date	
c. End date (or expected end date)	
d. Please provide a short and general description of the project (300 words) (e.g. goals and activities planned.)	
e. Please describe briefly the main goals of the project	

Please indicate the geographical scope/coverage of the project

Please tick and provide a short description of the geographical scope
(e.g. name of the location where the project is implemented and main features)

	✓	Short description
1. Regional/Local		
2. National		
3. European/International		

Please indicate (x) the main setting where the project has been implemented

Please tick and provide a short description of the setting

	✓	Short description of setting
1. Community/Neighbourhoods		
2. School/Kindergarten		
3. Workplace		
4. Health care setting/Hospital		
5. Outdoor environment		
6. Sports clubs		
7. Urban setting		
8. Other (please specify)		

B. APPROACHES AND KEY ACTIVITIES

Please describe the key activities implemented in the project (200 words)

(e.g. actions undertaken, specific interventions implemented, etc.)

Please indicate the approach you adopted in the project

Please tick and provide a short description of the main features of the adopted approach

	✓	Short description
Community-wide campaign involving many community sectors in highly-visible, broad-based, multicomponent approaches with the main goal being to increase physical activity by providing information		
Signs placed by elevators or escalators (or similar) to motivate people to use nearby stairs		
Mass-media campaign to increase knowledge about physical activity and influence attitudes and beliefs		
Health education classes in elementary, middle, or high school with teachers to educate students about aspects of physical activity or sedentary behaviour		
School-based physical education to increase amount of time students are physically active and/or to increase the intensity of physical education classes		
Individually-adapted health behaviour change programme to engage participants in physical activities (e.g. exercise classes) or teach behavioural skills to engage in physical activity (e.g. goal setting)		
Community social support interventions to build, strengthen, and maintain social networks, e.g. by forming walking groups or setting up a "buddy system"		
College or university based health education or physical education classes		
Family based social support interventions to help families support sedentary family members to increase or maintain physical activity		
Creation of places or enhanced access to places where people can be physically active (e.g. walking trails, providing fitness equipment)		
Other, please specify		

Please describe briefly what information was used to design the project (200 words)

(e.g. current scientific evidence, theoretical models, previous projects, practical experience, information about the social, cultural economic background of target group)

C. TARGET GROUP

Please describe briefly the main target group of the project (100 words)

Please indicate the age group(s) and gender(s) targeted in your project			
	Gender		
	female	male	both
Early years (0–4 years)			
Children and young people (5–18 years)			
Adults (19–64 years)			
Older Adults (over 65 years)			
All age groups			
Other, specific age group (please specify)			

Please indicate in which ways the main target group(s) of your project is socially disadvantaged (Please specify the 3 main social disadvantages your project focuses on and provide a short description of each of them)		
Group(s) socially disadvantaged in relation to:	✓	Short description
Income		
Employment		
Education		
Gender (Male or Female)		
Ethnicity		
Religion		
Migrant status		
Social opportunity (e.g. access to cultural activities)		
Deprived neighbourhood		
Other disadvantage (please specify)		

Did you explicitly formulate inclusion/exclusion criteria for your project?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If yes, please describe briefly how the criteria were formulated	

Was the size of the overall/eligible target population ascertained?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If yes, please describe briefly how you measured the size of the overall/target population:	
If yes, please give the size of the overall/eligible target population:	

Please indicate how many people your project reached

Please indicate also what percentage (%) of the participants reached by the project fulfilled the target group criteria (as you specified in questions 9 and 12)

% (approx.)

Briefly describe how the percentage was measured

At what stage did you consult with the target group regarding the project?

Please tick and provide a short description about how the consultation was implemented

	✓	Short description
1. While developing and defining the project	<input type="checkbox"/>	
2. During the project	<input type="checkbox"/>	
3. After the project	<input type="checkbox"/>	
4. While evaluating and monitoring the project	<input type="checkbox"/>	
5. Target group not consulted	<input type="checkbox"/>	
6. Other (please, specify)	<input type="checkbox"/>	

Did you aim to create ownership among stakeholders and participants?

Yes

☐

No

☐

If yes, please shortly describe how

D. FUNDING AND PARTNERSHIPS

Please provide details of the project funding (in Euro)	
a. Main funder	
b. Funding amount (x)	<input type="checkbox"/> < 10.000 € <input type="checkbox"/> 10.001 – 50.000 € <input type="checkbox"/> 50.001 – 100.000 € <input type="checkbox"/> 101.000 – 500.000 € <input type="checkbox"/> 501.000 – 1.000.000 € <input type="checkbox"/> > 1.000.000 €
c. Duration of funding	
d. Other funding (source and amount, incl. internal resources)	

Please indicate the way the project funds were allocated (in percent) among the 3 largest budget components. Please tick and provide an estimated percentage		
	✓	Approx.. % of overall budget
1. Staff costs	<input type="checkbox"/>	<input type="text"/>
2. Monitoring and evaluation	<input type="checkbox"/>	<input type="text"/>
3. Consumables and supplies linked to the project	<input type="checkbox"/>	<input type="text"/>
4. Subsistence and travel costs	<input type="checkbox"/>	<input type="text"/>
5. Equipment	<input type="checkbox"/>	<input type="text"/>
6. Communication and dissemination	<input type="checkbox"/>	<input type="text"/>
7. Other (please, specify)	<input type="checkbox"/>	<input type="text"/>

Who are the main partners involved in the project?		
Please provide information on the PARTNERS of the project, the SECTORS (e.g. sport, health, urban planning, transport, tourism, other) they represent and the TYPE OF ORGANIZATION (e.g. GO, NGO, private, academic). Also include information about what they contributed to the project		
Partner	Sector (e.g. sport, health, urban planning, transport, tourism, other)	Type of organization (e.g. GO, NGO, private, academic)

E. MONITORING AND EVALUATION

What did you try to achieve in your project? (150 words)

Did you measure your achievements?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If yes, how did you measure your achievements?	

Describe the methodology chosen for monitoring and evaluating the project (300 words) Also provide details concerning the approach adopted, the tools used for collecting data and the resources involved in the process

Does your project use the so-called quality management approach ?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If yes, please describe shortly describe how: (100 words)	

What impact did the intervention have? (150 words)

Were there any unexpected outcomes, either positive or negative, from the project?

F. PROJECT SUSTAINABILITY AND TRANSFERABILITY

Have you undertaken steps to make your project activities continue after the formal end of the project?

Yes

No

If yes, please describe briefly what you did

Has your project been adapted by others or transferred to other contexts?

Yes

No

If yes, please describe briefly how the practice has been adapted

G. LESSONS LEARNT

Please indicate what you consider the key lessons and added value from your project
(150 words)

Please describe the critical aspects encountered in the implementation of the project (150 words)

Do you have any additional comments? (150 words)

If you have any further information you would like to share with us, please list below, or – where available - provide web links to it.