**2018 VicHealth Awards – overview of online platform fields to complete**

**Start here**

* Select category
* Entry name

**Contact details**

* First name
* Last name
* Email
* Position
* Phone number

**Organisation details**

* Organisation
* Street address
* Town/suburb
* State
* Postcode
* Name of the head of your organisation
* Position title of the head of your organisation

**Partner organisations**

**Nomination details**

* Nomination web address
* Over what time period did/is this initiative taking place? (max. 100 words)
* Please list the population group/s or systems your initiative targeted (max. 100 words)
* Where did your initiative take place? (max. 100 words)

**Assessment criteria**

* *Executive summary (max. 400 words)*
	+ outline initiative aims and objectives, settings, timing, population groups, budget, health promotion activities and outcomes achieved
* *You’ve told us who or what your initiative targeted – now tell us why (up to 600 words)* Consider the following points:
	+ What were the issues you’re trying to address?
	+ What evidence did you base your project on?
	+ A well-designed project has a good understanding of its target audience. How did you talk to people from the community you’re targeting; people or organisations who have done similar work; and/or experts and key stakeholders when you designed your initiative?
* *What has your initiative involved? (up to 600 words)*

Consider the following points:

* + What were the objectives?
	+ Specifically, what activities did you undertake?
	+ How have you measured the impact of your initiative?
	+ Who did you partner with, and why?
	+ Did you try a new approach, method or strategy?
* *To date, what have been the outcomes of your initiative? (up to 600 words)*

Consider the following points:

* + What difference did your initiative make to the community/people you were targeting?
	+ How many people did you reach?
	+ What was the budget of your initiative? Did it involve any in-kind support?
	+ We learn from what doesn’t go to plan, as much as what does. Was there anything that didn’t go as planned as part of your initiative that could inform other health promotion work?
	+ What are the future plans for this initiative? Is there a way for this initiative to be self-supporting in the future?

**Attachments**