

**COMMUNITY ENGAGEMENT AND ACTION
SPECIAL FUND**

PROJECT EVALUATION AND ACQUITTAL FORM

**This form is to be completed at the end of your project
Please note this form must be completed as soon as possible at the end of your project and sent to your Project Officer**

Name of Project National Drug Action Week Poster Competition

CDAT Name Broken Hill Community Drug Action Team

Agency Managing Funds Broken Hill City Council Youth Services

Project Number (if known) _____

Region

Please place an 'X' in the appropriate region or regions

<input type="checkbox"/> Coastal Sydney	<input type="checkbox"/> North Coast
<input type="checkbox"/> Central Coast / Hunter	<input type="checkbox"/> South Western Sydney / Western Sydney
<input type="checkbox"/> Illawarra / South East	<input type="checkbox"/> Riverina / Murray
<input type="checkbox"/> New England / North West	<input checked="" type="checkbox"/> Western NSW

In what financial year was the grant originally awarded (Please tick)

<input type="checkbox"/> 2000/2001	<input type="checkbox"/> 2003/2004	<input type="checkbox"/> 2006/2007
<input type="checkbox"/> 2001/2002	<input type="checkbox"/> 2004/2005	<input checked="" type="checkbox"/> 2007/2008
<input type="checkbox"/> 2002/2003	<input type="checkbox"/> 2005/2006	<input type="checkbox"/> 2008/2009

Grant funds received from Premier's / NSW Health Department

\$1,350.00
(GST EXCLUSIVE)

1. Please tick if you have completed the following:

- Distributed the evaluation results to other CDAT's ✓
- Made the evaluation results available for the **Drug Action** website ✓
- Written an article summarising the evaluation results for the **Drug Action** newsletter *(if YES, please attach a copy)* ✓

2. Do you require assistance completing any of the above? **No**

PROJECT REPORT

3. Please provide a brief summary of activities conducted.
Refer to the Project Plan (Section 5) in your submission.

Sammy organised a quote from printers for 100x A3 Gloss Posters. Sammy ordered official Drug Action Week posters. Geraldine organised refreshments for the Judging Competition. Geraldine confirmed with Peter Crossing assistance from local artist Amanda Johnstone. Sammy designed A4 Poster and B5 Flyers for advertising in high schools and emailed these to CDAT members. Distributed flyers and posters to Art teachers at high schools. Geraldine obtained a list of Art Teachers names. Ruth arranged advertising through Cash Classifieds on GTS/BKN Television. Geraldine enquired about Media Promotion and contacted radio stations to organise advertising. Left blank entry forms in foyer of BHCCYC. Put all poster entries on display at Broken Hill City Council Youth Centre. Judging competition held with local television coverage of event. Prize vouchers for BIG W organised and picked up. Winners contacted and prizes issued to youths in person. 1st, 2nd and 3rd Prize posters put at Centro Plaza on display board along with information and resources. Posters collected from Centro Plaza. Reproduction of graphic images from winning poster completed. Printing of winning poster still in progress.

4. Please list the key organisations and people who were involved and/or contributed to the project. Refer to project Plan (Section 5) in your submission.

Broken Hill Community Drug Action Team; Broken Hill Youth Interagency; Broken Hill City Council; Centro Plaza Management and Staff; Central GTS/BKN Television – Rowena Lawrence and Steve Adams; ABC Radio 2NB; 2BH/Hill FM Radio; 2Dry FM Radio; The Barrier Miner Newspaper; The Barrier Daily Truth Newspaper; Silver City Printers; Local Artist – Amanda Johnstone (Competition Judge); Lifeline – Peter Crossing (Competition Judge); Broken Hill Skills Centre; The Smith Family; Greater Western Area Health Service – Kelli Schultz Sammi; Geraldine Kaczmarek; Ruth Tonkin (Poster Competition Planners and Organisers).

5. What challenges did you face? What would you do differently? What advice would you offer other CDATs who may wish to do a similar project in the future?

CHALLENGES FACED

1. Willyama High School lost 200 printed blank Entry Forms.
2. Art teachers did not follow through with supporting their students to submit entries as arranged.
3. Silver City Printers did not correctly produce the prints of the winning poster – winner name was omitted and some logos were fuzzy and blurred (to be reprinted)
4. Apathy of community youths – less entries than anticipated

DO DIFFERENTLY

1. Run the competition at a different time of the year
2. Present schools with blank Entry Forms in easily distributable bundles
3. Contact Art Department Head and other teachers individually, and in person, rather than relying on the Front Office to pass the messages on

ADVICE TO OFFER

Ensure that blank Entry Forms and Information sheets are stapled to a piece of the medium that is acceptable for the competition eg. A3 drawing paper

5. Please describe any unexpected outcomes.

- More promotion time for the display of winning entries at the Centro Plaza. Unexpected distribution of the resources displayed on the notice board.
- Radio Station 2Dry FM responded well to the NDAW goodies bags.
- Sponsorship from 2BH Hill FM Radio Station
- Extra television time in the 'Out and About' community program with Steve Adams and this was aired four times, not just once as originally suggested.
- Centre for Community offered funding to local CDAT as a result of the newspaper article on the Poster Competition.
- Reproduction of the graphic design for the winning entry was donated and looks absolutely fabulous.

6. PROJECT EVALUATION: *Please complete the following table to summarise what happened as a result of your project.*

PROJECT EVALUATION		
RESULTS	Performance measures for the Project	Evaluation Findings
<i>List the expected outcomes/outputs of the project in this column from your project application. Also include the overall project outcome (as described in the Implementation Plan).</i>	<i>List the measures that you identified in the application</i>	<i>Your Report Card of what happened</i>
1. Increased awareness in Broken Hill community across all age groups. Promote CDAT and message of National Drug Action Week	1. Number of entries in competition through promotion via local media and schools	1. 13 entries accepted for judging were displayed at the Broken Hill City Council Youth Centre. The 1st, 2nd and 3rd prize winning entries put on view at Centro Plaza for 10 days.
2. Possible increase in membership of Community Drug Action Team in Broken Hill and community support	2. Combined community in-kind support from organisations. Word of mouth and verbal feedback from community.	2. South Rotary membership commenced. Senior Management of Broken Hill City Council membership commenced. Donation of funds by Centre for Community. 2BH Hill FM Radio Station sponsorship. Improved relationship with the Liquor Accord. Support from GTS/BKN Television with the story of 'Out and About'. Local artist, Amanda Johnstone with support for the judging.
3. Improved relationship between all parties concerned	3. Increased interest in CDAT and membership	3. Increase in membership with 3 organisations becoming members. Sponsorship and donation of funds to assist CDAT.
4. Youth interest, awareness and involvement	4. Head count of persons who attended judging which was open to the public	4. There were 13 acceptable entries. Those youths who participated learnt a lot, enjoyed the experience and got a thrill from seeing their work on display at the Youth Centre, Centro Plaza, on television and in the newspapers. 25 persons attended the judging at the Broken Hill City Council Youth Centre.

7. Expenditure: Please summarise in the table below all expenditure relating to your project:

IMPORTANT - Please attach copies of any evidence you have of expenditure eg. copies of receipts, financial statements (Do not send originals).

ITEM	Amount EXCLUDING GST
ADMINISTRATION EXPENSES (eg stationery, audit fees, postage, venue hire, catering etc.)	
luncheon	\$100
Launch nibbles	\$60
Meeting venue & consumables	\$250
	\$
	\$
	\$
	\$
	\$
PROGRAM COSTS (eg guest speaker expenses (\$ ____ per day for ____ days)	
advertising	\$40
Posters printed A3x 300	\$300
Wish cards comp prizes	\$500
sundry	\$100
	\$
	\$
	\$
	\$
EVALUATION COSTS	\$
OTHER. Please provide details:	
	\$
	\$
	\$
Total NSW Health funds expended:	\$1350
Remaining Funds	\$

8. What do you intend to do with remaining funds?

(Note: In most cases you will be required to complete a Revised Project Application Form to expend funds)

9. Please comment on any income/donations/in kind support received from other sources (non NSW Health):

TOTAL VALUE OF NON HEALTH FUNDS RECEIVED FOR THIS PROJECT eg. were all funds/in kind support expected actually received?	\$ 450.00
Broken Hill City Council- In-kind administration costs Support organisations in-kind staffing donation	

10. Please attach any other project reports, media clippings, etc. ✓

11. Based on these results, what actions do you plan to take over the next 12 months?

Eg. If your evaluation suggested the format of your information brochure was not clear, will you make changes to your brochure when you reprint it in the future?

- We are allocating distribution and display points for our new poster which has been printed from the winner of the competition, so it will reach people in our community with the message Alcohol is a drug too.
- The radio and television and newspaper reports were effective and do not need to be changed. Please find attached competition flyer and copy of the newspaper clipping from the Barrier Daily Truth Newspaper dated 4/6/08.
- We intend on keeping a list of distribution and display points for the posters to ensure maximum coverage.
- If we decide to reproduce more copies of the poster we will include artists details on the poster.
- The local youth Core magazine has an article about the poster competition and winners included in September issue.

CDAT Chair's name:	Representative from agency managing funds name:
Signature:	Signature:
Date:	Date

Please return this form to your Regional Project Officer

OFFICE USE ONLY	
Evaluation results have been reported on the Drug Action website	<input type="checkbox"/>
Evaluation results have been reported in the Drug Action newsletter	<input type="checkbox"/>
Assistance has been provided to the CDAT to facilitate the above	<input type="checkbox"/>
Results have been entered onto database	<input type="checkbox"/>

Notes: