

Attachment C - Communities Environment Program

End of project report

Project number	
Grantee name	
Project title	

The project number, grantee name and project title can be found in the letter of grant agreement.

The amount of detail you provide in this report should be commensurate with the size, complexity and grant amount of your project.

Submit your completed report to CEP2019contracts@industry.gov.au.

1. Project achievements

a. Please confirm:

YES

NO*

All project activities have been completed in line with your grant agreement		
You spent the entire grant amount and any financial contribution and cash co-contribution to undertake the approved project		
You spent the majority of the grant amount on on-ground eligible activities		

*Contact us at CEP2019contracts@industry.gov.au if you cannot answer YES to all of the above questions and/or your project is not complete.

2. Project outcomes

a. Explain how your project:

- delivered positive environmental and social outcomes
- provided communities with the resources, skills and knowledge to care for the environment.

If applicable, outline any lessons learned in delivering your project that have or will lead to improvements in monitoring, managing or conserving your local natural environment.

b. Complete the following table on community participation.

	Question	Number
1.	How many people participated in your project (excluding employees)?	
2.	What was the total area (ha) over which your project on-ground activities were undertaken?	
3.	How many participants had no previous involvement in undertaking activities that monitor, manage or conserve the environment or in training to obtain these skills?	
4.	Has your organisation completed similar activities prior to participating in the Communities Environment Program? If yes,	Yes / No

	Question	Number
	(a) how many activities/events were held in the 12 months before this project?	
	(b) on average, how many people participated in each activity/event?	

- c. Complete the following table on activities. Choose the activities that best describe those completed in your project. Provide a measurement for all activities using the metrics provided.

Activity	Unit	Unit of measure
Citizen science activities (e.g. monitoring flora, fauna, water quality, marine debris)		number of participants collecting and contributing information about their local environment
Education activities and raising community awareness / participation (e.g. field days, planting days, workshops)		number of community participation and engagement events
		number of community groups participating in project activities
		number of people who learned a new skill to monitor, manage or conserve the environment
Access management infrastructure (e.g. boardwalk)		total area protected by access control installations (ha)
Disease management (e.g. Phytophthera)		total area managed (ha)
Erosion management		total area of erosion treated (ha)
Fencing (e.g. to protect revegetation/sensitive sites)		total length of fence erected (km)
		total area protected by fencing (ha)
Pest management (e.g. rabbit, feral pig/cat control)		total area of pest management (ha)
		total number of individual animals or colonies killed or removed
Revegetation		total area of revegetation (ha)
		total kilograms of seed sown (kg)
		total number of new plants planted
Weed control		total area controlled (ha)
Waste reduction – prevent/remove (e.g. clean up days, litter collection traps) To avoid double counting, report either weight <u>or</u> volume for any given item.		total area over which waste was removed from the environment (ha)
		total kilograms of waste prevented from entering, or removed from, the environment (kg)
		total volume of waste prevented from entering, or removed from, the environment (m ³)
Waste reduction – recover/recycle (e.g. recycled waste drop off / clean up day / litter collection trap materials) To avoid double counting, report either weight <u>or</u> volume for any given item.		total kilograms of waste recovered for re-use or recycled (kg)
		total cubic metre volume of waste recovered for re-use or recycled (m ³)

3. Project Benefits

Where relevant to your completed project, please respond to the questions below.

- a. What impact has your project had on the extent, condition, connectivity and/or level of protection of natural habitats and / or on the health of native species? Include the following:
- issue addressed
 - name or type of native habitat / name(s) of species addressed
 - what changed and by how much? Where relevant, include details of output amounts that help explain the change.

- b. How have management practices / stewardship of the local environment and waste resources improved as a result of your project? Include reference to any anticipated long term improvements / environmental benefits.

- c. How has your project contributed to improving participants' skills in monitoring, managing or conserving your local natural environment and/or native species? Include the following:
- type of skill(s) learned (e.g. monitoring a threatened species breeding success)
 - how will this skill contribute to future management, monitoring and/or conservation?

4. Attachments

Submit two before and two after photographs showing each project site before and after completion of project activities as evidence of your completed project as specified in the grant agreement. Include two good quality photographs that are representative of the project sites and activities.

5. Certification

I, [first name/last name], [position/title], am a person duly authorised by the grantee to certify that:

- the information in this report is accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the grant was spent on the approved project in accordance with the grant agreement.
- I am aware of the grantee's obligations under their agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the agreement.

Signature:

Date/...../.....