North East CMA Region State Governments Victorian Landcare Grants

FINAL Project Expenditure Report

**Please ensure that the following is provided before submitting this FINAL report:**

* **Mapping of on ground activities on Mapping Portal** – with Project ID included in information. Note: the mapping data will provide the majority of the data our funders require.
* Copies of or links to any publications, permits and other documents as per the guidelines.
* Photos of works or events are submitted with this report, or attached to mapped records.

**Also answer the supplementary project questions at the end of the report**.

1. **Project details:**

|  |  |
| --- | --- |
| Group Name: |  |
| Project Name: |  |
| CMA Project ID No.: |  |
| Project Completion Date: |  | Report Date |  |
| Grant Funding Received: (Not including GST) | Landcare  | $ |
|  | Bush 4 Birds | $ |
|  | Total  | $ |

1. **Group Contacts:** - *All correspondence will be sent to Group Secretary*.

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Postal address: |  |
| Town : |  | Postcode |  |
| Phone number: |  | Mobile |  |
| Email: |  |

# Project Manager: - the person managing/coordinating the project works.

|  |  |
| --- | --- |
| Name: |  |
| Postal address: |  |
| Town : |  | Postcode |  |
| Phone number: |  | Mobile |  |
| Email: |  |

**Please remember to keep a copy of this report for group records.**

**Please complete the following table, listing completed activities, expenditure and ensure works are mapped with Project ID included, sign and return to:**

|  |
| --- |
| **Admin Use Only** |
| **Fin year funded** |  |

Landcare Grants admin

North East Catchment Management Authority

PO Box 616, WODONGA VIC 3689

Or email scanned copy to landcare@necma.vic.gov.au

**NOTE: If submitting this report via email, please ensure you receive an email confirmation of receipt within 1 week. If you DO NOT receive confirmation, please contact Richard Dalkin or at the CMA ph. 02 6043 7630.**

**Final Report – Year…………..**– *What activities were completed and results for the full project? Choose type/s from the list.*

***Landcare Funded Activities*** *(Refer to Part One- Schedule of Project Activities in your management Agreement)*

| **No.** | **Activity type** | **Total No. Completed** | **Grant $ spent**  | **Landholder & Group cash/in kind $** | **Mapping requirements**  | **No. Records mapped** |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | **Project management** |  |  |  | ***Please ensure all mapped records have this project ID in the appropriate field*** |  |
|  | Project management – travel & communication.*Please include total expenditure including hours, travel and other operating costs in Grant spent column.* |  |  |  | ***Not mapped*** |  |
|  |  |  |
|  |  |  |  |  |  |  |
| **B** | **Events – Workshops, Field days, Training** |  |  |  | **Use Engagement Events Layer** |  |
|  | Total Number of Events: *Please include total expenditure on each event held.* |  |  |  | *Please map a point for each event or group of events, including type and name, attendance etc.* |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **C** | **Publications** |  |  |  | **Use Publications Layer** |  |
|  | Total Publications produced: *Please provide links to publications or relevant website below, e.g. website, Facebook.**Please provide direct link to reports or fact sheets if created.* |  |  |  | *Please map a record for each key publication – either at the source or nearest town. Including type and name of publication.* *Regular publications (newsletters) can be mapped once with frequency selected.*  |  |
|  | *Insert links here:* |
| **D** | **Planning, Group Plan review/ update***Specify type of plan:* |  |  |  | ***Not Mapped*** |  |
| **E** | **Management Agreements – Practice Change** |  |  |  | **Use Grazing Practice Change layer** |  |
|  | Total number of sites.*Areas protected from grazing, i.e. fenced for remnant protection, revegetation etc.* |  |  |  | Please map the total area subject to change, i.e. area fenced out or protected from grazing. |  |
|  |  |  |  |  |  |  |
| F | **Fencing Works** |  |  |  | **Use Fencing Layer** |  |
|  | No. Sites with **conventional** fencing  |  |  |  | *Please map location of all fences funded or constructed as part of this project* |  |
|  | No. Sites with **electric** fencing |  |  |  |  |
| G | **Vegetation Management Works** |  |  |  | **Use Revegetation Layer** |  |
|  | No. Sites with Revegetation *with native species*  |  |  |  | *Please map the area of each revegetation site funded or undertaken.* |  |
|  |  |  |  |  |  |  |
| H | Pest Animal Management Works |  | **Use Pest Animal Control Layer** |  |
|  | No. Sites with Pest animal control - rabbit  |  |  |  | *Please map the area of each control site funded or undertaken. Refer to guide for details on coverage.* |  |
|  | No. Sites with Pest animal control - other |  |  |  |  |  |
| I | Weed Management Works |  | **Use Weed Control Layer** |  |
|  | No. Sites with Weed Control - woody |  |  |  | *Please map the area of each control site funded or undertaken. Refer to guide for details on coverage.* |  |
|  | No. Sites with Weed Control – non- woody |  |  |  |  |  |
|  | **Tracks for weed management access** |  |  |  | **Use Road Layer** |  |
|  | No Tracks constructed |  |  |  | *Please map each track constructed* |  |
| J | Nest Boxes |  |  |  | Use Terrestrial Feature Layer |  |
|  | No. Nest Boxes |  |  |  | Please map all individual nest box locations. |  |
| K | **Other Activities** *please list activities and results not described elsewhere above* |  |  |  | **Other Results achieved – refer to guide for mapping layers.** |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| **L** | **Images/Photos of works or events** |  |  |  | If attached to a mapped record, please list number. |  |
|  | Landcare Sub- Total$ | Grant: | Cash/Inkind | Note: Total group contribution should be approx. 1:1 to total funding.Note: Total grant amount spent must **equal** total grant amount received for this report to qualify as a final report |

**Bush For Birds funded Activities** *(Refer to Part One- Schedule of Project Activities in your management Agreement)*

| **No.** | **Activity type** | **Total No. Completed** | **Grant $ spent**  | **Landholder & Group cash/in kind $** | **Mapping requirements**  | **No. Records mapped** |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | **Events – Workshops, Field days, Training** |  |  |  | **Use Engagement Events Layer** |  |
|  | Total Number of Events: *Please include total expenditure on each event held.* |  |  |  | *Please map a point for each event or group of events, including type and name, attendance etc.* |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **B** | **Publications** |  |  |  | **Use Publications Layer** |  |
|  | Total Publications produced: *Please provide links to publications or relevant website below, e.g. website, Facebook.**Please provide direct link to reports or fact sheets if created.* |  |  |  | *Please map a record for each key publication – either at the source or nearest town. Including type and name of publication.* *Regular publications (newsletters) can be mapped once with frequency selected.*  |  |
|  | *Insert links here:* |
| C | **Vegetation Management Works** |  |  |  | **Use Revegetation Layer** |  |
|  | No. Sites with Revegetation *with native species*  |  |  |  | *Please map the area of each revegetation site funded or undertaken.* |  |
|  |  |  |  |  |  |  |
| D | **Other Activities** *please list activities and results not described elsewhere above* |  |  |  | **Other Results achieved – refer to guide for mapping layers.** |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| **L** | **Images/Photos of works or events** |  |  |  | If attached to a mapped record, please list number. |  |
|  | Bush for Birds Sub Total$ | Grant: | Cash/Inkind | Note: Total group contribution should be approx. 1:1 to total funding.Note: Total grant amount spent must **equal** total grant amount received for this report to qualify as a final report |

**I certify that this is a correct report of activity and expenditure for this project:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Group** |  |  |
| **Office bearer’s signature** |  | **Date** |  |
| *If submitted electronically, either scan and send this page separately, or insert email address as signature.* |

**REQUIRED ATTACHMENTS:**

**Please ensure that the figures for grant amount are checked and correct.**

This **Final report** must include:

* 1. Attached report form completed, listing the expenditure against activities, and the group/landholder cash & in-kind contributions
	2. Copies of any publications, permits and other documents as per the guidelines.

**PLEASE ENSURE WORKS HAVE BEEN RECORDED ON CMA MAPPING PORTAL WITH PROJECT ID.**

### Supplementary Final Project Questions

The previous section of the report is designed to capture on ground works and activities.

This section of the report is intended to capture additional information which may assist in better describing the project or activities, or results of the project. Attach further pages if required.

1. Did the project change significantly from the original planned project?

If so, what was the reason for this change?

1. Did this Landcare funding help to gain or match other funding? YES/NO

If yes, please provide details on the fund source, value and project details if they have been funded. If not yet funded, please outline how this grant has been used to plan for or gain other funding.

1. Were there any other results that this project achieved? Please outline the activities and the results gained.

This could include results such as increased membership or involvement, education outcomes, catalyst for changed management, new projects identified etc. Anything that you consider is important or worthy of recognition.