

2022-23
Environmental Research
Sample Application Workplan

Workplan	Application Identifier:	2022/RES/00XX	Project Title: SAMPLE WORKPLAN
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Project Outcomes

No.	Outcome	Description	
1	Document cultural burning practices and outcomes	Test and evaluate the effects of cultural burning as a tool for restoring soil health and landscape management for reducing fuel loads and improving condition of threatened species habitat. Conduct 3 cultural burns in different landscape types around NSW and document the different cultural practices applicable to each location. Work with local authorities to integrate research findings into practice.	<p><i>Tip - Your outcome statements should describe what success will look like by the end of the project. Apply the 'SMART' principle - Specific, Measurable, Achievable, Realistic, Timebound (within the timeframes of this project)</i></p> <p><i>See "Developing your EOI and application guide" for help and more examples of what makes a good outcome statement. You must be able to measure it.</i></p>
2	Build capacity Aboriginal communities	Provide opportunities for people in 3 Aboriginal communities to reconnect with Country and relearn traditional caring for country techniques from knowledge holders. Establish / strengthen relationships with local authorities so that cultural burning becomes part of accepted practice. By the end of the project, at least 1 agreement will be reached in each of the 3 LGAs for Aboriginal people to conduct cultural burns on Country, on private and/or public land.	

Project Schedule

No.	Milestone	Start	Finish	Outcome IDs
1	Planning, refine method, develop monitoring	31/05/2023	31/07/2024	<p><i>Tip - Consider any end of financial year implications your organisation may have, and the availability of your finance department to help you with financial reporting. You can factor in extra time if needed.</i></p> <p><i>Tip - Each milestone should be 6 to 12 months in duration, and the whole project should be a minimum of 24 months. You can review your Workplan and make any adjustments necessary prior to signing a funding agreement.</i></p> <p><i>Tip - describe how you will implement the Methodology you identified in the Project Rational section of your application. What will you do and how will you do it?</i></p> <p><i>Make sure you identify how you will be working with end-users of the research.</i></p> <p><i>Tip - integrate monitoring and evaluation strategies into your project activities. How will you monitor your progress to ensure you stay on track, what evidence will you capture and provide when reporting to show your project is making strong progress?</i></p>
	Activities	Start	Finish	
1	Review workplan, recruit project officer. Set up mechanisms for working with proj partners RFS, DPE, LLS, DPI, & Councils, establish steering committee. Confirm necessary permissions are in place to hold burns. Project officer salary for Milestone 1	31/05/2023	31/07/2024	
2	Refine methodology for monitoring, accounting for conditions of each landscape & differing cultural practices. Document scientific protocols and methods including soil temperature measures & analysis, cultural & soil health indicators & data collection for predicting fire intensity/temperature.	1/06/2023	30/09/2023	
3	Develop base methodology for evaluation of burns that can be adapted for each site. Evaluation must account for terrain, vegetation, different soil types. Gather soil samples before, immediately after, & 12 months following each burn, assess response of threatened species in each location.	1/07/2023	31/10/2023	
4	Develop Communications Plan, develop key messages for target audiences, outline implementation of community engagement activities. Use local print & radio media, websites, social media, consult with each Aboriginal community on most appropriate methods & channels for their communities	1/07/2023	30/09/2023	
5	Produce video about project for social media to promote landholder participation, and understanding of cultural burning as a tool for land management. Showcase the benefits of partnerships with Aboriginal people as expert knowledge holders	1/10/2023	31/03/2024	
6	Develop and conduct a survey for landholders to collect Social Data before and after each burn capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn.	1/02/2024	30/06/2024	
7	Commence planning cool burn for Site B (to be held Winter 2025) based on model described for Site A, and apply any evaluation outcomes Ensure before and after samples are taken and analysed, engage stake holders	1/03/2024	31/07/2024	

	Quantify and group appropriate soil and cultural indicators to describe soil health impacts resulting from cultural burning.	1/02/2024	30/06/2024
8	Draft the indicators when developing and implementing evaluation framework.		
9	Walk the country at Site A to assess conditions on site, (vegetation, terrain, soil type etc), engage Aboriginal community, review monitoring & eval requirements, and better understand the approach (Involve project partners). Gather pre-burn species data	15/03/2024	30/04/2024
10	Conduct cultural burn at Site A. Gather soil samples prior to and after burn. Document the practices used, obtain permissions from video subjects. Commence evaluation process, consider lessons learnt to be applied at future locations.	1/05/2024	31/07/2024
11	Conduct evaluation of milestone 1, (implementing the framework outlined in activity 3) consider any changes needed to the workplan, gather monitoring data, submit progress report to Trust	1/06/2024	31/07/2024
2	Burn at Site B, Planning site C	01/08/2024	31/07/2025
No.	Activities	Start	Finish
1	Project officer costs for milestone 2. Ensure approvals are in place for burn at Site C (to be held in winter 2025). Engage stakeholders, commence planning of site visits	1/08/2024	31/07/2025
2	Complete analysis of samples collected after Winter 2024 burn at Site A, commence process of evaluation (due to be completed after 2nd site visit in winter 2025)	1/08/2024	30/09/2024
3	Implement Communications Plan activities for milestone 2. Hold project promotion event for local community near Site A, inviting stakeholders and show video footage gathered milestone 1.	1/08/2024	30/05/2025
4	Conduct survey to collect Social Data before and after project promotion event capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn	1/08/2024	30/05/2025
5	Walk the Country at Site B in preparation for burn in winter 2025, Engage with Aboriginal Community, assess terrain, vegetation, gather pre burn soil samples, refine methodology for burn. Gather pre-burn species data.	15/03/2025	30/04/2025
6	Conduct burn at Site B Gather soil samples prior to and after burn. Document the practices used, obtain permissions from video subjects. Commence evaluation process,	1/05/2025	31/07/2025
7	Conduct and evaluate survey responses gauging people's learning around culture more broadly (fire, ceremony, connection, lore and stories) from Site A,	1/10/2024	31/05/2025
8	Walk the Country at Site C in preparation for burn in Aug 25, engage with Aboriginal community, assess terrain, vegetation, refine methodology for burn.	1/06/2025	31/07/2025
9	Revisit Site A to gather 12 month samples, talk to Aboriginal people about what they have seen after the burns, create a video log of people's experiences about the revival of cultural fire for their people and their Country. Gather data on response of threatened species since burn	1/05/2025	30/05/2025
10	Work with DPE and Councils to invite and support expressions of interest from the community in conducting burns after project concludes.	1/02/2025	31/07/2025

Note - You will be required to submit an evidence based report at the end of each milestone. It will be independently reviewed before the next grant instalment is released.

3 No.	Planning uptake of Research findings	01/08/2025	31/07/2026
	Activities	Start	Finish
1	Project Officer time milestone 3. Conduct cultural burn at Site C in Aug 2025. Invite stakeholders, take soil samples, gather video footage.	1/08/2025	31/07/2026
2	Hold project promotion event for local community near Site A, inviting stakeholders, launch video promoting use of cultural building as a tool for landscape management.	1/09/2025	30/09/2025
3	Preparations for publication of cultural and scientific findings in technical publications, documenting and showing others how to do cultural burning (capturing the method) in each of the landscape types / localities. Document similarities/differences of each landscape type	1/10/2025	30/06/2026
4	Analyse data using multivariate statistical techniques to determine the nature, degree and direction and change in key soil physical and chemical parameters as a result of cultural burns.	1/12/2025	30/04/2026
5	Present video at DPE Aboriginal Network gathering, work on preparations for one post project cultural burn in collaboration with RFS, LLS, and relevant local Council	1/03/2026	30/04/2026
6	Revisit site C to talk to Aboriginal people about what they have seen after the burns, create a video log, add footage, and finalise video to promote cultural burning as a tool for land management.	1/03/2026	30/06/2026
7	Implement Communications Plan activities for milestone 3. Hold event for Site B community conduct a survey for landholders to collect Social Data before and after burn capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn.	1/03/2026	30/06/2026
8	Survey end users to evaluate usage of the scientific information generated as part of this project. Collect Social Data capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn	1/03/2026	30/06/2026
9	conduct a survey to collect Social Data capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn. Collect data on how many of responded to expressions of interest to carry out burns on private property	1/03/2026	30/06/2026
10	Produce a peer reviewed scientific journal article and present at a relevant conference. Complete first draft and receive first feedback.	1/03/2026	30/06/2026
11	Collate all data for final report, conduct certification of financial report, submit final report to Trust	1/07/2026	31/07/2026

Tip - Towards the end of your project, think about how you will ensure that you and end-users will continue to build on project outcomes after the project concludes. How will you do that?

Project Measures

No.	Milestone	Activities	Activity Type	Measure	Expected Output	Unit
1	Planning, refine method, develop monitoring	Review workplan, recruit project officer. Set up mechanisms for working with proj partners RFS, DPE, LLS, DPI, & Councils, establish steering committee. Confirm necessary permissions are in place to hold burns. Project officer salary for Milestone 1	Project management and delivery (include human resourcing for implementing methodology, collaboration, etc)	Number of grant funded staff	1	Number
				Number of hours (grant funded)	560	Number
				Number of grant funded consultants/contractors	0	Number

Tip - Start each milestone with the activity type "Project management and delivery...." and calculate all the human resources you'll need to complete this milestone. When you get to the next section, calculating these hours will help you to prepare your budget.

Number of hours (grant funded consultants/contractors)	0	Number
Number of non grant funded staff	5	Number
Number hours (non grant funded)	210	Number
Number of volunteers	0	Number
Number of hours (volunteers)	0	Number

No.	Activities Refine methodology for monitoring, accounting for conditions of each landscape & differing cultural practices. Document scientific protocols and methods including soil temperature measures & analysis, cultural & soil health indicators & data collection for predicting fire intensity/temperature.	Activity Type Generating research to address the issues (findings)	Measure Brief description of the new solutions / methods / approaches identified	Expected Output Produce model that can be adapted for each landscape type	Unit Free Text
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Tip - When selecting the activity type, think about what you will measure. The activity type you select here will determine the 'menu' of measures available in the project measures section. You can come back and change this at any time.

new solutions/ methods / approaches to issues identified	1	Number
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No.	Activities Develop base methodology for evaluation of burns that can be adapted for each site. Evaluation must account for terrain, vegetation, different soil types. Gather soil samples before, immediately after, & 12 months following each burn, assess response of threatened species in each location.	Activity Type Generating research to address the issues (findings)	Measure Brief description of the new solutions / methods / approaches identified	Expected Output Develop Monitoring & Evaluation framework	Unit Free Text
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new solutions/ methods / approaches to issues identified	1	Number
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No.	Activities Develop Communications Plan, develop key messages for target audiences, outline implementation of community engagement activities. Use local print & radio media, websites, social media, consult with each Aboriginal community on most appropriate methods & channels for their communities	Activity Type Organisations collaborating / partnering	Measure List the main organisations you have been working with	Expected Output Aboriginal communities x 3, RFS, LLS, Councils, DPE, DPI	Unit Free Text
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No. of organisations actively collaborating on the project (community, government or business)	8	Number
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No.	Activities Produce video about project for social media to promote landholder participation, and understanding of cultural burning as a tool for land management. Showcase the benefits of partnerships with Aboriginal people as expert knowledge holders	Activity Type Sharing of research to address issues	Measure No. of items delivered to promote the project / communicate the research (excluding published journal articles)	Expected Output 1	Unit Number
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research studies funded publicly available (includes published journal articles)	0	Number
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new solutions / approaches peer shared with industry / community	0	Number
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Forums at which these are shared (Technical or scientific conferences / other events that will result in presentation of the research)	Promote video thru ABC Catalyst, collaborator networks, media, social media	Free Text
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Note - Sharing of research should be considered to be a fundamental element of the project, so please use this activity type in your Workplan. Consider how you will engage stakeholders and promote community participation in the project. Consider strategies such as social media, presentations at symposiums, etc.

No.	Activities	Activity Type	Measure	Expected Output	Unit
6	Develop and conduct a survey for landholders to collect Social Data before and after each burn capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn.	Generating research to address the issues (findings)	Brief description of the new solutions / methods / approaches identified	Gather baseline and post burn data	Free Text
			new solutions/ methods / approaches to issues identified	1	Number
7	Commence planning cool burn for Site B (to be held Winter 2025) based on model described for Site A, and apply any evaluation outcomes Ensure before and after samples are taken and analysed, engage stake holders	Project management and delivery (include human resourcing for implementing methodology, collaboration, etc)	Number of grant funded staff	0	Number
			Number of hours (grant funded)	0	Number
			Number of grant funded consultants/contractors	0	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of non grant funded staff	0	Number
			Number hours (non grant funded)	0	Number
			Number of volunteers	0	Number
			Number of hours (volunteers)	0	Number
8	Quantify and group appropriate soil and cultural indicators to describe soil health impacts resulting from cultural burning. Draft the indicators when developing and implementing evaluation framework.	Generating research to address the issues (findings)	Brief description of the new solutions / methods / approaches identified	Develop soil & cultural indicators expected for each site	Free Text
			new solutions/ methods / approaches to issues identified	3	Number
9	Walk the country at Site A to assess conditions on site, (vegetation, terrain, soil type etc), engage Aboriginal community, review monitoring & eval requirements, and better understand the approach (Involve project partners). Gather pre-burn species data	Fostering Aboriginal Cultural understanding	No. of Aboriginal people on Country	15	Number
			No. of hours contributed by Aboriginal people on Country	300	Number
10	Conduct cultural burn at Site A. Gather soil samples prior to and after burn. Document the practices used, obtain permissions from video subjects. Commence evaluation process, consider lessons learnt to be applied at future locations.	Fostering Aboriginal Cultural understanding	No. of Aboriginal people on Country	15	Number
			No. of hours contributed by Aboriginal people on Country	300	Number
11	Conduct evaluation of milestone 1, (implementing the framework outlined in activity 3) consider any changes needed to the workplan, gather monitoring data, submit progress report to Trust	Project management and delivery (include human resourcing for implementing methodology, collaboration, etc)	Number of grant funded staff	0	Number
			Number of hours (grant funded)	0	Number
			Number of grant funded consultants/contractors	0	Number

Number of hours (grant funded consultants/contractors)	0	Number
Number of non grant funded staff	5	Number
Number hours (non grant funded)	50	Number
Number of volunteers	0	Number
Number of hours (volunteers)	0	Number

No. Milestone
2 Burn at Site B, Planning site C

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Project officer costs for milestone 2. Ensure approvals are in place for burn at Site C (to be held in winter 2025). Engage stakeholders, commence planning of site visits	Project management and delivery (include human resourcing for implementing methodology, collaboration, etc)	Number of grant funded staff	1	Number
			Number of hours (grant funded)	700	Number
			Number of grant funded consultants/contractors	0	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of non grant funded staff	5	Number
			Number hours (non grant funded)	210	Number
			Number of volunteers	0	Number
			Number of hours (volunteers)	0	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Complete analysis of samples collected after Winter 2024 burn at Site A, commence process of evaluation (due to be completed after 2nd site visit in winter 2025)	Generating research to address the issues (findings)	Brief description of the new solutions / methods / approaches identified	Conduct soil biological analysis and establish outcomes of burn on soil health	Free Text
			new solutions/ methods / approaches to issues identified	1	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Implement Communications Plan activities for milestone 2. Hold project promotion event for local community near Site A, inviting stakeholders and show video footage gathered milestone 1.	Engaging end users to integrate their needs / perspectives / ideas	Brief description of the end-users engaged (individuals &/or organisations)	Encourage local landholders to consider cultural burning on their land	Free Text

Note - The participation of end-users in the project is a critical element of Trust funded Research projects. Please use this activity type in your Workplan.

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Conduct survey to collect Social Data before and after project promotion event capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn	Generating research to address the issues (findings)	Brief description of the new solutions / methods / approaches identified	Conduct social research to guide work with end users	Free Text
			new solutions/ methods / approaches to issues identified	1	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Walk the Country at Site B in preparation for burn in winter 2025, Engage with Aboriginal Community, assess terrain, vegetation, gather pre burn soil samples, refine methodology for burn. Gather pre-burn species data.	Fostering Aboriginal Cultural understanding	No. of Aboriginal people on Country	15	Number
			No. of hours contributed by Aboriginal people on Country	300	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
6	Conduct burn at Site B Gather soil samples prior to and after burn. Document the practices used, obtain permissions from video subjects. Commence evaluation process,	Fostering Aboriginal Cultural understanding	No. of Aboriginal people on Country	15	Number
			No. of hours contributed by Aboriginal people on Country	300	Number
7	Conduct and evaluate survey responses gauging people's learning around culture more broadly (fire, ceremony, connection, lore and stories) from Site A,	Engaging end users to integrate their needs / perspectives / ideas	Brief description of the end-users engaged (individuals &/or organisations)	Determine effectiveness of project promotion in local community	Free Text
8	Walk the Country at Site C in preparation for burn in Aug 25, engage with Aboriginal community, assess terrain, vegetation, refine methodology for burn.	Fostering Aboriginal Cultural understanding	No. of Aboriginal people on Country	15	Number
			No. of hours contributed by Aboriginal people on Country	300	Number
9	Revisit Site A to gather 12 month samples, talk to Aboriginal people about what they have seen after the burns, create a video log of people's experiences about the revival of cultural fire for their people and their Country. Gather data on response of threatened species since burn	Fostering Aboriginal Cultural understanding	No. of Aboriginal people on Country	15	Number
			No. of hours contributed by Aboriginal people on Country	300	Number
10	Work with DPE and Councils to invite and support expressions of interest from the community in conducting burns after project concludes.	Engaging end users to integrate their needs / perspectives / ideas	Brief description of the end-users engaged (individuals &/or organisations)	Provide resources / services to support partnerships between landholders and Aboriginal communities	Free Text
3	Milestone Planning uptake of Research findings				
4	Project Officer time milestone 3. Conduct cultural burn at Site C in Aug 2025. Invite stakeholders, take soil samples, gather video footage.	Project management and delivery (include human resourcing for implementing methodology, collaboration, etc)	Number of grant funded staff	1	Number
			Number of hours (grant funded)	700	Number
			Number of grant funded consultants/contractors	0	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of non grant funded staff	5	Number
			Number hours (non grant funded)	210	Number
			Number of volunteers	2	Number
Number of hours (volunteers)	20	Number			

No.	Activities	Activity Type	Measure	Expected Output	Unit
2	Hold project promotion event for local community near Site A, inviting stakeholders, launch video promoting use of cultural building as a tool for landscape management.	Organisations collaborating / partnering	List the main organisations you have been working with	RFS, DPI, LLS, Local Council, DPE	Free Text
			No. of organisations actively collaborating on the project (community, government or business)	5	Number
3	Preparations for publication of cultural and scientific findings in technical publications, documenting and showing others how to do cultural burning (capturing the method) in each of the landscape types / localities. Document similarities/differences of each landscape type	Sharing of research to address issues	No. of items delivered to promote the project / communicate the research (excluding published journal articles)	3	Number
			research studies funded publicly available (includes published journal articles)	3	Number
			new solutions / approaches peer shared with industry / community	3	Number
			Forums at which these are shared (Technical or scientific conferences / other events that will result in presentation of the research)	Conference "Using Fire to maintain Ecological Health"	Free Text
4	Analyse data using multivariate statistical techniques to determine the nature, degree and direction and change in key soil physical and chemical parameters as a result of cultural burns.	Generating research to address the issues (findings)	Brief description of the new solutions / methods / approaches identified	Establish response of soil to cultural burn techniques	Free Text
			new solutions/ methods / approaches to issues identified	3	Number
5	Present video at DPE Aboriginal Network gathering, work on preparations for one post project cultural burn in collaboration with RFS, LLS, and relevant local Council	Sharing of research to address issues	No. of items delivered to promote the project / communicate the research (excluding published journal articles)	1	Number
			research studies funded publicly available (includes published journal articles)	0	Number
			new solutions / approaches peer shared with industry / community	3	Number
			Forums at which these are shared (Technical or scientific conferences / other events that will result in presentation of the research)	DPE Aboriginal Network gathering	Free Text
6	Revisit site C to talk to Aboriginal people about what they have seen after the burns, create a video log, add footage, and finalise video to promote cultural burning as a tool for land management.	Sharing of research to address issues	No. of items delivered to promote the project / communicate the research (excluding published journal articles)	1	Number
			research studies funded publicly available (includes published journal articles)	1	Number

			new solutions / approaches peer shared with industry / community	1	Number
			Forums at which these are shared (Technical or scientific conferences / other events that will result in presentation of the research)	Share video through collaborator networks	Free Text
No.	Activities Implement Communications Plan activities for milestone 3. Hold event for Site B community conduct a survey for landholders to collect Social Data before and after burn capturing project 7 participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn.	Activity Type Organisations collaborating / partnering	Measure List the main organisations you have been working with	Expected Output DPE, RFS, Local Council, LLS, LALC	Unit Free Text
			No. of organisations actively collaborating on the project (community, government or business)	5	Number
No.	Activities Survey end users to evaluate usage of the scientific information generated as part of this project. Collect Social Data capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn 8	Activity Type Capturing end user uptake of research findings (e.g. changes in policies & practice)	Measure Brief description of evidence of research findings being utilised	Expected Output Data provided by project partners	Unit Free Text
			new solutions / approaches progressed towards end-user uptake	1	Number
No.	Activities conduct a survey to collect Social Data capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn. Collect data on how many of responded to expressions of interest to carry out burns on private property 9	Activity Type Capturing end user uptake of research findings (e.g. changes in policies & practice)	Measure Brief description of evidence of research findings being utilised	Expected Output Number of EOIs from community for conducting cultural burns	Unit Free Text
			new solutions / approaches progressed towards end-user uptake	1	Number
No.	Activities Produce a peer reviewed scientific journal article and present at a relevant conference. Complete first draft and receive first feedback. 10	Activity Type Sharing of research to address issues	Measure No. of items delivered to promote the project / communicate the research (excluding published journal articles)	Expected Output 0	Unit Number
			research studies funded publicly available (includes published journal articles)	1	Number
			new solutions / approaches peer shared with industry / community	1	Number
			Forums at which these are shared (Technical or scientific conferences / other events that will result in presentation of the research)	Landcare Annual Conference	Free Text
No.	Activities Collate all data for final report, conduct certification of financial report, submit final report to Trust 11	Activity Type Project management and delivery (include human resourcing for implementing methodology, collaboration, etc)	Measure Number of grant funded staff	Expected Output 0	Unit Number
			Number of hours (grant funded)	0	Number

Note - "Capturing end user uptake..." is an important activity type for your final milestone to demonstrate the application of research findings. You will need to provide information about this in your final report

Number of grant funded consultants/contractors	0	Number
Number of hours (grant funded consultants/contractors)	0	Number
Number of non grant funded staff	0	Number
Number hours (non grant funded)	0	Number
Number of volunteers	0	Number
Number of hours (volunteers)	0	Number

Project Budget

No	Milestone	Activities	Budget Description	Grant	Cash	In-Kind	Total
1	Planning, refine method, develop monitoring	Review workplan, recruit project officer. Set up mechanisms for working with proj partners RFS, DPE, LLS, DPI, & Councils, establish steering committee. Confirm necessary permissions are in place to hold burns. Project officer salary for Milestone 1	GRANT: Project officer costs for Milestone 1 (Level 5, Step 2) - 80 days for Milestone 1 @ \$308.21 daily, total \$24,656, plus on-costs 26.5% (super, leave, payroll tax etc) total \$6,533 IN KIND: DPE 60 hrs, LLS 60 hrs, RFS 60 hrs, Council 30 hrs, (\$3000),				
2		Refine methodology for monitoring, accounting for conditions of each landscape & differing cultural practices. Document scientific protocols and methods including soil temperature measures & analysis, cultural & soil health indicators & data collection for predicting fire intensity/temperature.	GRANT: Travel and accommodation costs 2 staff \$250 pp per day 2 days CASH CONTRIBUTION: catering costs Local Council		\$31,189	\$0	\$12,600
3		Develop base methodology for evaluation of burns that can be adapted for each site. Evaluation must account for terrain, vegetation, different soil types. Gather soil samples before, immediately after, & 12 months following each burn, assess response of threatened species in each location.	IN KIND: University staff time to provide input to development of evaluation framework		\$1,000	\$2,000	\$0
4		Develop Communications Plan, develop key messages for target audiences, outline implementation of community engagement activities. Use local print & radio media, websites, social media, consult with each Aboriginal community on most appropriate methods & channels for their communities	Included in Project Officer costs Activity 1		\$0	\$22,800	\$5,000
5		Produce video about project for social media to promote landholder participation, and understanding of cultural burning as a tool for land management. Showcase the benefits of partnerships with Aboriginal people as expert knowledge holders	IN KIND: video production costs \$5,000 (RFS media team)		\$0	\$0	\$5,000
6		Develop and conduct a survey for landholders to collect Social Data before and after each burn capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn.	Included in Project Officer costs Activity 1		\$0	\$0	\$5,000
7		Commence planning cool burn for Site B (to be held Winter 2025) based on model described for Site A, and apply any evaluation outcomes Ensure before and after samples are taken and analysed, engage stake holders	Included in Project Officer costs Activity 1		\$0	\$0	\$0
8		Quantify and group appropriate soil and cultural indicators to describe soil health impacts resulting from cultural burning. Draft the indicators when developing and implementing evaluation framework.	Included in Project Officer costs Activity 1		\$0	\$0	\$0
9		Walk the country at Site A to assess conditions on site, (vegetation, terrain, soil type etc), engage Aboriginal community, review monitoring & eval requirements, and better understand the approach (Involve project partners). Gather pre-burn species data	GRANT: Travel and accommodation costs 4 staff \$250 pp per day 3 days, (\$3,000), fuel \$500 CASH CONTRIBUTION: On-Country activities - venue hire and catering \$2000 (Local Council). IN KIND: Aboriginal people contributing 300 hours		\$3,500	\$2,000	\$9,000

Note -
 'Grant' funds are those provided by the Trust through the grant.
 'Cash' is funding provided by the grantee, collaborators or any third parties.
 'In-kind' is the value of contributions to the project which are not funded (e.g. collaborator time contributed to the project covered by their employer).

Tip - Use headings to clarify what Trust funds will be used for, and to describe the source of any external funding. Provide enough detail to make it clear how Trust funds will be spent.

Note - Ensure your budget clarifies who will be providing any cash contributions to the project. Have they identified this commitment in their letter of support?

No	Milestone	Activities	Budget Description	Grant	Cash	In-Kind	Total	
3	Planning uptake of Research findings							
1		Project Officer time milestone 3. Conduct cultural burn at Site C in Aug 2025. Invite stakeholders, take soil samples, gather video footage.	GRANT: Proj Officer Grade 5 Level 3 100 days for Stage 2 @ 365.58 daily total \$36558, plus 26.5% oncosts \$9687 (total staff costs = \$46,245). Travel and accommodation costs 4 staff \$250 pp per day 5 days (\$5000), fuel \$700, on-Country activities \$3000 soil collection consumables (pH kits) and freight \$1000 IN KIND: DPE 60 hrs, LLS 60 hrs, RFS 60 hrs, Council 30 hrs, (\$3000),		\$55,945	\$0	\$12,600	\$68,545
2		Hold project promotion event for local community near Site A, inviting stakeholders, launch video promoting use of cultural building as a tool for landscape management.	GRANT: Travel and accommodation costs 2 staff \$250 pp per day 2 days, fuel \$500 CASH CONTRIBUTION: catering costs Local Council		\$1,500	\$2,000	\$0	\$3,500
3		Preparations for publication of cultural and scientific findings in technical publications, documenting and showing others how to do cultural burning (capturing the method) in each of the landscape types / localities. Document similarities/differences of each landscape type	IN KIND: Publication costs		\$0	\$0	\$3,000	\$3,000
4		Analyse data using multivariate statistical techniques to determine the nature, degree and direction and change in key soil physical and chemical parameters as a result of cultural burns.	GRANT: Soil biological analyses - UNE (30 samples @ \$260 each) CASH CONTRIBUTION Soil Health & Archive laboratory analyses for suite of soil properties @ \$285/sample x 80 samples \$22800 (DPE),		\$7,800	\$22,800	\$0	\$30,600
5		Present video at DPE Aboriginal Network gathering, work on preparations for one post project cultural burn in collaboration with RFS, LLS, and relevant local Council	GRANT: Travel and Accommodation costs 2 staff 2 nights \$250 per night		\$1,000	\$0	\$0	\$1,000
6		Revisit site C to talk to Aboriginal people about what they have seen after the burns, create a video log, add footage, and finalise video to promote cultural burning as a tool for land management.	GRANT: Travel and Accommodation costs 2 staff 2 nights \$250 per night, fuel \$700, On country costs catering, venue hire \$3,000 IN KIND: video production costs \$5,000 (DPE media team "		\$4,700	\$0	\$5,000	\$9,700
7		Implement Communications Plan activities for milestone 3. Hold event for Site B community conduct a survey for landholders to collect Social Data before and after burn capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn.	GRANT: Travel and Accommodation costs 2 staff 3 nights \$250 per night, fuel \$500 CASH CONTRIBUTION: On-Country activities - venue hire and catering. Local Council		\$2,000	\$3,000	\$0	\$5,000
8		Survey end users to evaluate usage of the scientific information generated as part of this project. Collect Social Data capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn	Captured in Activity 1, Project Officer costs for milestone 3		\$0	\$0	\$0	\$0
9		conduct a survey to collect Social Data capturing project participants understanding and perceptions of cultural burning and its environmental impacts pre and post burn. Collect data on how many of responded to expressions of interest to carry out burns on private property	GRANT: Travel and accommodation costs 4 staff \$250 pp per day 4 days = \$4000, on-Country activities \$3000 soil collection consumables (pH kits) and freight \$1000 IN KIND: Aboriginal people sharing knowledge & skills 300 hours		\$0	\$0	\$0	\$0
10		Produce a peer reviewed scientific journal article and present at a relevant conference. Complete first draft and receive first feedback.	CASH CONTRIBUTION University to fund conference attendance fees, travel and accommodation		\$0	\$15,000	\$0	\$15,000
11		Collate all data for final report, conduct certification of financial report, submit final report to Trust	GRANT: Travel and accommodation costs 4 staff \$250 pp per day 4 days = \$4000, on-Country activities \$3000 soil collection consumables (pH kits) and freight \$1000 IN KIND: Aboriginal people sharing knowledge & skills 300 hours		\$0	\$0	\$0	\$0
Total:					\$72,945	\$42,800	\$20,600	\$136,345
Overall Total:					\$195,716	\$126,200	\$96,800	\$418,716

Tip: Community groups should allow around \$1,000 for their final independent financial audit

Under this proposed budget, the final instalment of the grant will be \$72,945. Total grant \$195,716. Use the "preview" button if you wish to download and share a copy of your Workplan.

* Communications Plan Template

Stakeholder	Impact of the project on this stakeholder	Target message	Frequency / Proposed date	Communication method	Evaluation method to determine effectiveness
E.g. Trail bike riders	Blocking tracks will limit access for riders	Riding through the bush is damaging native plants, causing erosion and scaring native animals away from food sources	Start in Feb 2022 - ongoing	Signage on site Local media Dirt Bike' magazine	Visual observation (counts) Pre, during and post rider interviews

Tip: Developing a communication plan may help you to consider key messages you want to promote to encourage uptake of research findings