



**2022-23
Environmental Restoration
and Rehabilitation
Sample Application Workplan**

Workplan	Application Identifier:	2021/RR/0018	Project Title: Rehabilitation of Grey-headed Flying Fox habitat
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Project Outcomes

No.	Outcome	Description	
1	Project management	(There is no need to change this text) Strong planning and governance mechanisms in place throughout the project. Project is established and maintained with good governance, project planning and communication strategies in place. Regular project evaluation occurs and adaptive management implemented where needed.	<p>Outcome 1 is predefined for you, and is compulsory. You must also have one Environmental and one Social outcome, however, you can define what these will look like. See Appendix 1 of the Program Guidelines and pages 9 -10 of "Developing your Application" for help and more examples of what makes a good outcome statement</p> <p>Your outcome statement should describe what success will look like by the end of the project. Apply the 'SMART' principle - Specific, Measureable, Achievable, Realistic, Timebound (within the timeframes of this project)</p>
2	Environmental	Rehabilitation of Grey-headed Flying Fox habitat along a 4km stretch of riparian land adjoining the Lachlan River. By the end of the project, 4km of a 6km reach of the river will be rehabilitated through, fencing, livestock exclusion, weed control, and revegetation, and long term maintenance will be assured through land management agreements	
3	Social	Increased awareness of the need for suitable urban habitats for the Grey-headed Flying-fox (GHFF) through a 20% annual increase in attendance at the Bat Picnic and increased volunteer numbers in Landcare group members over three years. Conduct social media campaign to include information impacts of climate change on GHFF.	

Project Schedule

No.	Milestone	Description	Start	Finish	Outcome IDs	
1	Stage 1	Maximum of 300 characters for your activity description. Describe what you will do and how. Tip - include how you will monitor activities, and if you need more space, separate out the components into different activities e.g. site preparation and planting can be two separate activities.	1/09/2022	30/06/2023	1: Project management, 2: Environmental, 3: Social	<p>Tip - Each milestone must be a minimum of 6 months in duration. Applications must be at least 24 months in duration for Stream 1 or 36 months for Stream 2. In this example, work will be carried out towards all 3 outcomes in Milestone 1. Some projects might focus on community engagement only in Milestone 1, and commence on-ground works in Milestone 2. They would enter Outcomes 1 and 3 only.</p> <p>Tip - Notice that these activities integrate monitoring into the activity description. The TRC will be looking at activity descriptions to see how you will monitor your progress.</p> <p>Describe the type of fencing and purpose - e.g. to prevent cattle from trampling creek banks, to prevent predation of emerging seedlings, to control pedestrian or vehicle access. This helps the committee to understand its purpose. Must be wildlife friendly.</p> <p>If you are carrying out weed control work, it's important to demonstrate that follow up treatment will be required to deal with any regrowth that occurs. Using terms "primary treatment" and "secondary treatment" allow you to demonstrate that follow up action has been planned for and will occur after the first treatment.</p> <p>It's important that all projects have a strong framework for building knowledge and awareness in the community to enable them to take action to protect the environment. How will your project do that?</p>
No.	Activities	Project planning - consider project overview, review workplan and budget, call for quotes in line with NSW Government Procurement policy, recruit project officer	1/09/2022	31/01/2023		
1		Each of the 10 landholder participating in the project will have a project site management plan prepared outlining the works required, timeframes for implementation and allocated budget.	1/09/2022	28/02/2023		
2		Each landholder agreeing to participate in the project will sign a 10-year maintenance and management agreement for all riparian areas funded under the project.	1/10/2022	28/02/2023		
3		2km of 4-strand plain wire fencing installed by landholders to exclude cattle from 20ha of riparian zone. Photo evidence and a map showing location of fencing will be submitted.	1/02/2023	30/06/2023		
4		Woody weeds will be treated on 10 properties using technique appropriate for each species after stock exclusion. At least 3 photo points will be established on each property.	1/10/2022	30/06/2023		
5		Target riparian areas will be prep'd for planting (e.g. ripped) & 3000 plants planted across 10 properties with a variety of endemic native ground, mid & upper canopy species. Seed will be sourced from a variety of sites to maximise long term climate change resilience.	1/10/2022	30/06/2023		
6		Promote the annual Bat Picnic events, volunteer opportunities and awareness of GHFFs and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	1/10/2022	30/06/2023		
7		Hold the annual bat picnic day inviting the local community to take part in educational talks about GHFFs. Include information on impacts of climate change on GHFF's.	1/02/2023	30/06/2023		
8		Conduct evaluation of Milestone 1 (Stage 1), gather monitoring data and consider any changes needed to the workplan. Prepare and submit milestone report (including collated monitoring outputs) to update Trust on project progress.	1/05/2023	30/05/2023		
9		Project Support funding - 10% Core Project Funds for development & implementation of a monitoring plan, media and communications (gather footage of project events for video).	1/09/2022	30/06/2023		
10						
2	Stage 2		1/07/2023	30/06/2024	1: Project management, 2: Environmental, 3: Social	
No.	Activities	Promote the annual Bat Picnic event and awareness of GHFFs and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	1/07/2023	30/06/2024		
1		Produce an awareness raising and education video to document activities at the Bat Picnics and promote broader awareness in the local community of the importance of urban habitat for the species.	1/07/2023	30/06/2024		
2		Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in GHFF habitat restoration activities.	1/07/2023	30/06/2024		
3		Remaining 2km of 4-strand plain wire fencing will be installed by landholders to exclude stock from 20ha of riparian zone. Photos of installed fencing and map showing the location will be provided.	1/09/2023	30/04/2024		
4		Secondary weed treatment on the 10 properties that received primary treatment from in Milestone 1 (Stage 1). Photo monitoring will be carried out after treatment and plant survival and quadrat data gathered.	1/07/2023	30/06/2024		
5		Target riparian areas will be prepared for planting (e.g. ripped) and the final 3000 plants will be planted with a variety of native ground, mid and upper canopy species. Seed used for plants will be sourced from a variety of sites to maximise long term climate change resilience.	1/07/2023	31/10/2023		
6		Follow up watering will occur for the 3000 plants established in Milestone 1 (Stage 1) as required to ensure a 85% survival rate of plants.	1/07/2023	30/06/2024		
7		Hold the annual bat picnic day inviting the local community and Mid Lachlan Community School.	1/02/2024	1/06/2024		
8						

	Conduct evaluation of Milestone 2 (Stage 2), gather monitoring data and consider any changes needed to the workplan. Prepare and submit milestone report (including collated monitoring outputs) to update Trust on project progress.	1/05/2024	31/05/2024	
9	Project Support funding - 10% Core Project Funds for implementation of monitoring plan, media and communications (gather footage of project events for video).	1/06/2024	30/06/2024	
10		1/07/2024	31/07/2025	
Stage 3				1: Project management, 2: Environmental, 3: Social
No.	Activities	Start	Finish	
1	Follow up watering, replacement planting (if needed), to ensure a 85% plant survival rate. Photo monitoring will be undertaken and survival rate recorded.	1/07/2024	30/06/2025	
2	Maintenance treatment of weeds on 10 properties.	1/07/2024	30/06/2025	
3	Hold the annual bat picnic to facilitate community education about the importance of GHFF habitat	1/02/2025	30/06/2025	
4	Project Support funding - 10% Core Project Funds for monitoring, video gather footage of project events from Milestone 3 (Stage 3), and produce a video about project outcomes to accompany final report). Conduct independent audit of project expenditure	1/07/2024	31/07/2025	
5	Conduct final evaluation of project achievements, gather monitoring data, review and confirm plans for post project maintenance	1/03/2025	30/06/2025	
6	Prepare and submit final report to Trust.	1/05/2025	31/05/2025	

Project Measures

No.	Milestone	Activity Type	Measure	Expected Output	Unit
1	Stage 1				
No.	Activities	Activity Type	Measure	Expected Output	Unit
1	Project planning - consider project overview, review workplan and budget, call for quotes in line with NSW Government Procurement policy, recruit project officer	Project administration and governance	Number of grant funded staff	1	Number
			Number of hours (grant funded)	25	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
No.	Activities	Activity Type	Measure	Expected Output	Unit
2	Each of the 10 landholder participating in the project will have a project site management plan prepared outlining the works required, timeframes for implementation and allocated budget.	Site planning and assessment	Site Plans developed	10	Number
			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	3	Number
			Number of hours (volunteers)	30	Number
No.	Activities	Activity Type	Measure	Expected Output	Unit
3	Each landholder agreeing to participate in the project will sign a 10-year maintenance and management agreement for all riparian areas funded under the project.	Conservation Agreements	Conservation and land management agreements established	10	Number
			Area protected under conservation and land management agreements	20	Hectares
			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	1	Number
			Number hours (non grant funded)	50	Number
			Number of volunteers	0	Number
			Number of hours (volunteers)	0	Number
No.	Activities	Activity Type	Measure	Expected Output	Unit
4	2km of 4-strand plain wire fencing installed by landholders to exclude cattle from 20ha of riparian zone. Photo evidence and a map showing location of fencing will be submitted.	Fencing	Length of fence installed	2000	Meters
			Area Protected by Fencing	20	Hectares
			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	10	Number
			Number of hours (volunteers)	350	Number
No.	Activities	Activity Type	Measure	Expected Output	Unit
5	Woody weeds will be treated on 10 properties using technique appropriate for each species after stock exclusion. At least 3 photo points will be established on each property.	Weeding	Area Weeded	2	Hectares
			Reduction in weed cover (%)	90	Percentage
			Priority invasive species treated	Lantana camara, Camphor laural	Text
			Number of grant funded staff	0	Number
			Number of hours (grant funded)	0	Number

Tip - When selecting the activity type, think about what you want to measure. The activity type you select will determine the 'menu' of measures you can complete. The 'Monitoring directory for ecological restoration and social activities' will help you choose the most suitable activity type. You can come back and change this at any time.

These hours will help you prepare your budget in the next section. Volunteer hours can be included as an in-kind contribution (calculate at \$30 per hour)

It is strongly recommended that you include an activity with the activity descriptor "conservation agreements" or "Site Planning and assessment". These will give you measures for recording the number of written agreements reached with landholders that will assure maintenance of the site after the project concludes.

			Number of grant funded consultants/contractors	4	Number
			Number of hours (grant funded consultants/contractors)	280	Number
			Number of non grant funded staff	0	Number
			Number hours (non grant funded)	0	Number
			Number of volunteers	3	Number
			Number of hours (volunteers)	120	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
6	Target riparian areas will be prep'd for planting (e.g. ripped) & 3000 plants planted across 10 properties with a variety of endemic native ground, mid & upper canopy species. Seed will be sourced from a variety of sites to maximise long term climate change resilience.	Planting	Area revegetated	0.5	Hectares
			Number of Plants	3000	Number
			Amount of seed distributed for direct seeding	0	Kilograms
			Different Species planted	20	Number
			Survival rate of plantings (%)	85	Percentage
			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	20	Number
			Number of hours (volunteers)	280	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
7	Promote the annual Bat Picnic events, volunteer opportunities and awareness of GHFFs and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	Promoting the project	No. of items delivered to promote the project	7	Number
			Number of grant funded staff	1	Number
			Number of hours (grant funded)	20	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

Some activities may have several components e.g. for a community event, the first component might be 'promoting the project', and the 2nd component might be delivering 'awareness raising and training events'. You can include both components as separate activities, using the 2 different activity types to capture the 'menu' of measures under each activity type. Activity type "promoting the project" will provide measures for your work on project promotion, such as a social media campaign, newspaper articles etc. The second activity type would be "Delivering Awareness Raising Events and Training", and that is where you can record measures around people attending training and awareness raising events.

No.	Activities	Activity Type	Measure	Expected Output	Unit
8	Hold the annual bat picnic day inviting the local community to take part in educational talks about GHFFs. Include information on impacts of climate change on GHFF's.	Delivering awareness raising events and training	No. of events	1	Number
			No. of attendees	50	Number
			Number of grant funded staff	1	Number
			Number of hours (grant funded)	20	Number
			Number of grant funded consultants/contractors	0	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of non grant funded staff	2	Number
			Number hours (non grant funded)	40	Number
			Number of volunteers	4	Number
			Number of hours (volunteers)	20	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
9	Conduct evaluation of Milestone 1 (Stage 1), gather monitoring data and consider any changes needed to the workplan. Prepare and submit milestone report (including collated monitoring outputs) to update Trust on project progress.	Project administration/governance	Number of grant funded staff	1	Number
			Number of hours (grant funded)	25	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

No.	Activities	Activity Type	Measure	Expected Output	Unit
10	Project Support funding - 10% Core Project Funds for development & implementation of a monitoring plan, media and communications (gather footage of project events for video).	Project administration/governance	Number of grant funded staff	0	Number
			Number of hours (grant funded)	0	Number
			Number of grant funded consultants/contractors	2	Number
			Number of hours (grant funded consultants/contractors)	30	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

Enter an activity in each milestone that allows you to add Project Support Funding into your project budget. You can apply for extra funding to engage an expert to help you to carry out monitoring, produce a video, and (for community groups only) pay for audit costs, as outlined in the Program Guidelines. See the budget section below in this sample workplan for further detail.

No.	Milestone	Activities	Activity Type	Measure	Expected Output	Unit
2	Stage 2	Promote the annual Bat Picnic event and awareness of GHFFs and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	Promoting the project	No. of items delivered to promote the project	4	Number
				Number of grant funded staff	1	Number
				Number of hours (grant funded)	20	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
			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
No.	2 Produce an awareness raising and education video to document activities at the Bat Picnics and promote broader awareness in the local community of the importance of urban habitat for the species.	Developing educational products / resources	No. developed & distributed	1	Number
			Number of grant funded staff	1	Number
			Number of hours (grant funded)	30	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
No.	3 Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in GHFF habitat restoration activities.	Delivering awareness raising events and training	No. of events	2	Number
			No. of attendees	40	Number
			Number of grant funded staff	1	Number
			Number of hours (grant funded)	10	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	2	Number
			Number of hours (volunteers)	8	Number
No.	4 Remaining 2km of 4-strand plain wire fencing will be installed by landholders to exclude stock from 20ha of riparian zone. Photos of installed fencing and map showing the location will be provided.	Fencing	Length of fence installed	2000	Meters
			Area Protected by Fencing	20	Hectares
			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	10	Number
			Number of hours (volunteers)	100	Number
No.	5 Secondary weed treatment on the 10 properties that received primary treatment from in Milestone 1 (Stage 1). Photo monitoring will be carried out after treatment and plant survival and quadrat data gathered.	Weeding	Area Weeded	2	Hectares
			Reduction in weed cover (%)	90	Percentage
			Priority invasive species treated	Lantana camara, Camphor laurel	Text
			Number of grant funded staff	0	Number
			Number of hours (grant funded)	0	Number
			Number of grant funded consultants/contractors	4	Number
			Number of hours (grant funded consultants/contractors)	280	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
No.	6 Target riparian areas will be prepared for planting (e.g. ripped) and the final 3000 plants will be planted with a variety of native ground, mid and upper canopy species. Seed used for plants will be sourced from a variety of sites to maximise long term climate change resilience.	Regeneration	Area regenerating	0.5	Hectares
			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	10	Number
			Number of hours (volunteers)	50	Number
No.	7 Follow up watering will occur for the 3000 plants established in Milestone 1 (Stage 1) as required to ensure a 85% survival rate of plants.	Planting	Area revegetated	0	Hectares
			Number of Plants	3000	Number
			Amount of seed distributed for direct seeding	0	Kilograms
			Different Species planted	20	Number
			Survival rate of plantings (%)	90	Percentage

Tip - Ideally your activities in strategic locations like weeding, fencing etc should result in the project area as a whole undergoing regeneration by the end of the project. Consider a monitoring activity in Stage 3 with the activity type "Regeneration" so you can capture the overall size of the project area, and demonstrate this through monitoring activities like weed mapping, surveys, flora and fauna counts etc.

Ensure that you do not duplicate numbers of plants planted, if they are captured in another activity

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 10 Number
 Number of hours (volunteers) 50 Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
8	Hold the annual bat picnic day inviting the local community and Mid Lachlan Community School.	Delivering awareness raising events and training	No. of events		1 Number
			No. of attendees		50 Number

Number of grant funded staff 1 Number
 Number of hours (grant funded) 20 Number
 Number of grant funded consultants/contractors 0 Number
 Number of hours (grant funded consultants/contractors) 0 Number
 Number of non grant funded staff 2 Number
 Number hours (non grant funded) 40 Number
 Number of volunteers 4 Number
 Number of hours (volunteers) 20 Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
9	Conduct evaluation of Milestone 2 (Stage 2), gather monitoring data and consider any changes needed to the workplan. Prepare and submit milestone report (including collated monitoring outputs) to update Trust on project progress.	Project administration/governance	Number of grant funded staff		1 Number
			Number of hours (grant funded)		30 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

No.	Activities	Activity Type	Measure	Expected Output	Unit
10	Project Support funding - 10% Core Project Funds for implementation of monitoring plan, media and communications (gather footage of project events for video).	Project administration/governance	Number of grant funded staff		1 Number
			Number of hours (grant funded)		30 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

No.	Milestone	Activity Type	Measure	Expected Output	Unit
3	Stage 3	Planting	Area revegetated		0.01 Hectares
			Number of Plants		1000 Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
1	Follow up watering, replacement planting (if needed), to ensure a 85% plant survival rate. Photo monitoring will be undertaken and survival rate recorded.	Planting	Amount of seed distributed for direct seeding		0 Kilograms
			Different Species planted		20 Number
			Survival rate of plantings (%)		85 Percentage

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 10 Number
 Number of hours (volunteers) 100 Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
2	Maintenance treatment of weeds on 10 properties.	Weeding	Area Weeded		2 Hectares
			Reduction in weed cover (%)		90 Percentage

Priority invasive species treated Lantana camara, Camphor laural Text
 Number of grant funded staff 1 Number
 Number of hours (grant funded) 20 Number
 Number of grant funded consultants/contractors 4 Number
 Number of hours (grant funded consultants/contractors) 140 Number
 Number of non grant funded staff 0 Number
 Number hours (non grant funded) 0 Number
 Number of volunteers 1 Number
 Number of hours (volunteers) 130 Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
3	Hold the annual bat picnic to facilitate community education about the importance of GHFF habitat.	Delivering awareness raising events and training	No. of events		1 Number
			No. of attendees		60 Number

Number of grant funded staff 1 Number
 Number of hours (grant funded) 20 Number

Number of grant funded consultants/contractors	0	Number
Number of hours (grant funded consultants/contractors)	0	Number
Number of non grant funded staff	2	Number
Number hours (non grant funded)	40	Number
Number of volunteers	4	Number
Number of hours (volunteers)	20	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Project Support funding - 10% Core Project Funds for monitoring, video gather footage of project events from Milestone 3 (Stage 3), and produce a video about project outcomes to accompany final report). Conduct independent audit of project expenditure.	PPM – Project administration			

No.	Activities	Activity Type	Measure	Expected Output	Unit	
	Conduct final evaluation of project achievements, gather monitoring data, review and confirm plans for post project maintenance.	Project administration/governance				
			Number of grant funded staff		1	Number
			Number of hours (grant funded)		20	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

No.	Activities	Activity Type	Measure	Expected Output	Unit	
	Prepare and submit final report to Trust.	Project administration/governance				
			Number of grant funded staff		1	Number
			Number of hours (grant funded)		25	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

Project Budget

No	Milestone	Activities	Budget Description	Grant	Cash	In-Kind	Total	
1	Stage 1	Project planning - consider project overview, review workplan and budget, call for quotes in line with NSW Government Procurement policy, recruit project officer	GRANT: Project Officer 25 hrs @ \$45 per hour including on-costs (\$1,125), Advertisement for Recruitment of project officer \$1,125 IN KIND: Costs of convening recruitment panel \$2000		\$2,250	\$0	\$2,000	\$4,250
2		Each of the 10 landholder participating in the project will have a project site management plan prepared outlining the works required, timeframes for implementation and allocated budget.	GRANT: Travel / accommodation for 2 site visits to the 10 properties requiring overnight travel. IN KIND: Council staff assisting in shite visits, review / supervision of landholder agreements (20 hours @ \$70 per hour).		\$5,300	\$0	\$4,250	\$9,550
3		Each landholder agreeing to participate in the project will sign a 10-year maintenance and management agreement for all riparian areas funded under the project.	IN-KIND: Landholder consultation time 5 hours x 10 landholders at \$30 per hour in-kind (\$1,500), Council staff 50 hours @ \$45/hr (\$2,250)		\$0	\$0	\$3,750	\$3,750
4		2km of 4-strand plain wire fencing installed by landholders to exclude cattle from 20ha of riparian zone. Photo evidence and a map showing location of fencing will be submitted.	GRANT: Materials: 4 strand fencing wire and star pickets for 2km CASH: Landholder contribution to fencing materials \$500 each x 10 IN-KIND: landholder labour (5 landholders) to install fencing \$30 per hour 100 hrs each	\$10,000		\$5,000	\$15,000	\$30,000
5		Woody weeds will be treated on 10 properties using technique appropriate for each species after stock exclusion. At least 3 photo points will be established on each property.	GRANT: Contractor hours 4 people for 70 hrs each @ \$40hr (total 280 hours \$11,200), Ecologist to carry out baseline monitoring at 10 properties, and review end of Milestone 1 (\$5,000). IN-KIND: Volunteers to carry out end of Milestone 1 (Stage 1) monitoring 3 people x 10 properties x 4 hours each @ \$30/hr.	\$16,200		\$0	\$3,600	\$19,800
6		Target riparian areas will be prep'd for planting (e.g. ripped) & 3000 plants planted across 10 properties with a variety of endemic native ground, mid & upper canopy species. Seed will be sourced from a variety of sites to maximise long term climate change resilience.	GRANT: 3000 plants @ \$3.00 ea. IN-KIND: 20 volunteers x 25 hrs each @ \$30/hr to carry out planting		\$9,000	\$0	\$15,000	\$24,000
7		Promote the annual Bat Picnic events, volunteer opportunities and awareness of GHFFs and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	GRANT: Project Officer 20 hrs @ 45/hr incl on-costs (\$900) CASH CONTRIBUTION: Printing, advertising (funded by local Council) IN-KIND: Grahpic design costs Council staff 20 hrs @ \$35 (\$700)		\$900	\$1,000	\$15,000	\$16,900
8		Hold the annual bat picnic day inviting the local community to take part in educational talks about GHFFs. Include information on impacts of climate change on GHFF's.	GRANT: Equipment hire \$500, Project officer 20 hrs @ \$45/hr (\$900) IN KIND: visiting speakers x 2 \$1000, LLS and DPIE staff in-kind time (\$20 hrs each @ \$60/hr).	\$1,400		\$0	\$3,400	\$4,800
9		Conduct evaluation of Milestone 1 (Stage 1), gather monitoring data and consider any changes needed to the workplan. Prepare and submit milestone report (including collated monitoring outputs) to update Trust on project progress.	GRANT: Project officer 25 hours @ \$45 (including on-costs)		\$1,125	\$0	\$0	\$1,125
10		Project Support funding - 10% Core Project Funds for development & implementation of a monitoring plan, media and communications (gather footage of project events for video).	GRANT: Monitoring: 10% Core Project Funds Milestone 1 (\$46.1k) = \$4,610 (Ecologist 4 days @ \$950 / day + exps), \$1,500 for shooting short video production of project activities		\$6,110	\$0	\$0	\$6,110
Total:				\$52,285	\$6,000	\$62,000	\$120,285	

Tip - assign no more than 70% of total grant funds to Milestone 1.

Use headings to clarify what Trust funds will be used for, and to describe the source of any external funding

Describe the type of fencing and purpose (eg, cattle exclusion). Must be wildlife friendly.

Make sure these hours match what you entered in the project measures.

Under this proposed budget, the first instalment of the grant will be \$52,285 including Project Support Funds (PSF). The first instalment must be no more than 70% of total grant funds requested

No	Milestone	Activities	Budget Description	Grant	Cash	In-Kind	Total	
2	Stage 2	1	Promote the annual Bat Picnic event and awareness of GHFFs and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	GRANT: Equipment hire \$500, Project officer 20 hrs @ \$45/hr incl on-costs (\$900) IN KIND: visiting speakers x 2 \$1000	\$1,400	\$0	\$1,000	\$2,400
		2	Produce an awareness raising and education video to document activities at the Bat Picnics and promote broader awareness in the local community of the importance of urban habitat for the species.	GRANT: Professional video editing (contractor) \$5500, Project Officer to liaise with landholders 30 hrs @ \$45 (\$1,350) CASH CONTRIBUTION: Council contributing \$1000 towards cost of educational video from community education budget IN-KIND: Landcare co-ordinator to assist in reviewing script for consistent messaging with other local initiatives.	\$6,850	\$1,000	\$0	\$7,850
		3	Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in GHFF habitat restoration activities.	GRANT: Equipment hire \$500, Project Officer 10 hours \$45/hr incl on-costs (\$450) IN KIND: Council weeds officer 10 hours @ \$35/hr (\$350), use of Council facilities for workshops \$1,000, Volunteer guest speakers (2) from DPIE 4 hours each @ \$30	\$950	\$0	\$1,590	\$2,540
		4	Remaining 2km of 4-strand plain wire fencing will be installed by landholders to exclude stock from 20ha of riparian zone. Photos of installed fencing and map showing the location will be provided.	GRANT: Contractor hours 4 people x 8 hrs x 10 days x \$50hr IN-KIND: landholder labour (5 landholders) to install fencing \$30 per hour 100 hrs each	\$4,000	\$0	\$15,000	\$19,000
		5	Secondary weed treatment on the 10 properties that received primary treatment from in Milestone 1 (Stage 1). Photo monitoring will be carried out after treatment and plant survival and quadrat data gathered.	GRANT: Bush Regeneration Contractor hours 4 people x 7 hrs x 10 days x \$50hr. Ecologist to review end of stage 2 monitoring data gathered by volunteers (\$1,000). IN-KIND: Volunteers to carry out end of Milestone 2 (Stage 2) monitoring 3 people x 10 properties x 4 hours each @ \$30/hr.	\$15,000	\$0	\$3,600	\$18,600
		6	Target riparian areas will be prepared for planting (e.g. ripped) and the final 3000 plants will be planted with a variety of native ground, mid and upper canopy species. Seed used for plants will be sourced from a variety of sites to maximise long term climate change resilience.	IN-KIND: 20 volunteers x 25 hrs each @ \$30/hr to carry out planting	\$0	\$0	\$15,000	\$24,000
		7	Follow up watering will occur for the 3000 plants established in Milestone 1 (Stage 1) as required to ensure a 85% survival rate of plants.	GRANT: 3000 plants @ \$3.00 ea. IN KIND: 10 volunteers 5 hours each @ \$30/hr on 10 properties carrying out watering	\$9,000	\$0	\$15,000	\$15,000
		8	Hold the annual bat picnic day inviting the local community and Mid Lachlan Community School.	GRANT: Equipment hire \$500, Project officer 20 hrs @ \$45/hr (\$900) IN KIND: visiting speakers x 2 \$1000, LLS and DPIE staff in-kind time (\$20 hrs each @ \$60/hr).	\$1,400	\$0	\$3,400	\$4,800
		9	Conduct evaluation of Milestone 2 (Stage 2), gather monitoring data and consider any changes needed to the workplan. Prepare and submit milestone report (including collated monitoring outputs) to update Trust on project progress.	GRANT: Project officer 25 hours @ \$45 including on-costs	\$1,125	\$0	\$0	\$1,125
		10	Project Support funding - 10% Core Project Funds for implementation of monitoring plan, media and communications (gather footage of project events for video).	GRANT: Monitoring: 10% Core Project Funds Milestone 2 (\$39.7k) = \$3,970 Ecologist 3 days @ \$950 / day + exps , \$1,500 for shooting video of project activities	\$5,470	\$0	\$0	\$5,470
Total:					\$45,195	\$1,000	\$54,590	\$100,785

Under this proposed budget, the 2nd instalment of the grant will be \$43,195 including Project Support Funds (PSF).

No	Milestone	Activities	Budget Description	Grant	Cash	In-Kind	Total	
3	Stage 3	1	Follow up watering, replacement planting (if needed), to ensure a 85% plant survival rate. Photo monitoring will be undertaken and survival rate recorded.	IN KIND: 10 volunteers 5 hours each @ \$30/hr on 10 properties carrying out watering	\$0	\$0	\$15,000	\$15,000
		2	Maintenance treatment of weeds on 10 properties.	GRANT: Contractor hours 4 people x 7 hrs x 5 days x \$50hr Ecologist to review end of stage 3 monitoring data gathered by volunteers (\$1,000). IN-KIND: Volunteers to carry out end of stage 3 monitoring 3 people x 10 properties x 4 hours each @ \$30/hr.	\$8,000	\$0	\$3,600	\$11,600
		3	Hold the annual bat picnic to facilitate community education about the importance of GHFF habitat	GRANT: Equipment hire \$500, Project officer 20 hrs @ \$45/hr (\$900) IN KIND: visiting speakers x 2 \$1000, LLS and DPIE staff in-kind time (\$20 hrs each @ \$60/hr).	\$1,400	\$0	\$3,400	\$4,800
		4	Project Support funding - 10% Core Project Funds for monitoring, video gather footage of project events from Milestone 3 (Stage 3), and produce a video about project outcomes to accompany final report). Conduct independent audit of project expenditure	GRANT: Monitoring: 10% Core Project Funding Milestone 3 (\$11.45k) = \$1,145 Ecologist 1 day @ \$950/day + exps), \$1,000 for preparing video of project activities, \$1,000 for independent financial audit	\$3,145	\$0	\$0	\$3,145
		5	Conduct final evaluation of project achievements, gather monitoring data, review and confirm plans for post project maintenance	GRANT: Project officer 20 hours @ \$45 including on-costs	\$900	\$0	\$0	\$900
		6	Prepare and submit final report to Trust.	GRANT: Project officer 25 hours @ \$45 including on-costs	\$1,125	\$0	\$0	\$1,125
Total:					\$14,570	\$0	\$22,000	\$36,570
Overall Total:					\$112,050	\$7,000	\$138,590	\$257,640

Under this proposed budget, the final instalment of the grant will be \$14,570 including Project Support Funds (PSF).

For a Tier 1 project, grant funding must be between \$50,000 and \$115,000

For a Tier 2 project, grant funding must be between \$50,000 and \$170,000