



Community Stewardship Grants - Activities, Measures and Evidence Guide

Specific activities help you to achieve the outcomes and objectives of your project. The output measures (also known as deliverables) for each activity show how much of each activity you plan to deliver, and evidence will be used to demonstrate how the activity has been successfully delivered, should you receive funding.

Collecting consistent information on project activities is important as evidence of achievement is a critical part of grant reporting and acquittal for the Community Stewardship Grants. Understanding what evidence you need to collect can help you to plan your project.

You will be required to identify your activities in the workplan, together with the resources needed to deliver those activities, and the output measures. If your application is successful, then the funded activities and output measures will be incorporated into the Project Schedule which forms part of the grant agreement (contract). Activities which are similar across different years or different sites will be grouped together in the Project Schedule so each Activity spans the whole of the project.

Please refer to the activity types, output measures and types of evidence in the table below.

Activity	Description	Primary output measure	Types of evidence	Secondary output measure	Types of evidence
Administration or operational expenses (maximum of 15% of all other grant requests)	Resources that specifically support or administer the project and its activities, including consumables, insurances, office running costs, normal vehicle or travel costs, normal organisation functions such as HR, Payroll, financial management, etc.	This activity is not measured			
Awareness raising	Any awareness-raising event designed to improve knowledge and understanding. Describe the type/s of event and the purpose, e.g. <i>Regional workshops to share emerging regenerative agriculture principles</i>	Event/s Participant/s	Photos Registration list Screen shot (of online event)	Document/s	Flyer, handout, or program Report on feedback survey results

Activity	Description	Primary output measure	Types of evidence	Secondary output measure	Types of evidence
Devolved grants	Any situation where funding awarded to the applicant will be provided as a grant to private landholders or other groups to deliver specific works, including to preselected participants. Describe the type and purpose of the devolved grants, <i>e.g. Devolved grants to undertake fencing and revegetation of priority creeklines in the catchment</i>	Hectare/s (revegetated or protected) Participant/s	Photos (before, after fencing, planting, etc. to evidence completion of works)	Document/s Map/s	Report on works undertaken including photos and maps Maps of sites including works undertaken
Disease control	Includes actions taken to treat or prevent spread of diseases such as phytophthora dieback or Myrtle rust in plants, or animal diseases such as avian influenza. Name the disease, the method of control and the area, <i>e.g. Myrtle rust control using copper-based foliar spray at Site A</i>	Hectare/s (in control area)	Photos (during, after treatment or control measure)	Document/s Map/s	Report on actions and results Map of area showing control points and results
Equipment	Equipment must have a direct NRM outcome. Any single piece of equipment or group of equipment used together valued over \$2,500 is considered to be an Asset. Describe the type and purpose of the equipment, <i>e.g. Purchase and installation of camera traps for feral animal monitoring</i>	Item/s	Brochure, quote or invoice Photos		
Fencing	Fencing must have a direct NRM outcome. The purpose of fencing may include protecting remnant vegetation, exclusion of feral predators or stock, or access control.	Kilometre/s (of fencing)	Photos (during installation and at completion)	Map/s	Map with fencing and protected areas shown

Activity	Description	Primary output measure	Types of evidence	Secondary output measure	Types of evidence
	<p>Fencing can include native animal access gates; this should be described and the reason why it's needed explained.</p> <p>Describe the type and purpose of the fencing, e.g. <i>Extend floppy top predator proof fence to include Site B</i></p>				
Feral animal control	<p>You must meet animal welfare and licensing conditions.</p> <p>Name the animal you will be controlling and the method of control, e.g. <i>Feral cat baiting with 1080 in Reserve X and shooting on adjacent private lands</i></p>	Hectare/s (in control area)	Photos (of baits, cages or traps in situ, animals culled)	<p>Kilogram/s (of baits)</p> <p>Map/s (of area controlled)</p> <p>Item/s (number of traps or baits)</p>	<p>Invoice/s</p> <p>Map of control area with control points and results</p>
Fire management	Any activity involving fire undertaken for conservation purposes, e.g. <i>Cultural burning in Reserve A</i>	<p>Hectare/s (in control area)</p> <p>Event/s (number of burns)</p>	<p>Aerial photos</p> <p>On-ground photos (before, during, after)</p>	Map/s	Map of area/s burnt
Information product	<p>Any product or material designed to provide information or improve knowledge.</p> <p>Includes physical materials such as booklets, brochures, posters, and fact sheets.</p> <p>Includes electronic products such as apps, online tools, videos, and websites.</p> <p>Describe the type and purpose of product produced, e.g. <i>Booklet on Numbat conservation for kids for use in classrooms</i></p>	Item/s	<p>Artwork, design or layout</p> <p>Link to video</p> <p>Photos (during, after production)</p> <p>Screen shot</p>		

Activity	Description	Primary output measure	Types of evidence	Secondary output measure	Types of evidence
Infrastructure	<p>Any permanent built structure, fabrication, or construction, including earthworks.</p> <p>May include bird hides, boardwalks, bollards, boot cleaning stations, earthworks, native animal enclosures, signage, trails, watering points, etc.</p> <p>Describe the type and purpose of infrastructure, <i>e.g. Bilby breeding and training enclosures designed and installed</i></p>	<p>Item/s (constructed)</p> <p>Kilometre/s (constructed)</p>	<p>Aerial photos</p> <p>Photos (before, during, after installation)</p>	Document/s	<p>Planning approval</p> <p>Planning, engineering or design document</p>
Investigation or assessment	<p>Studies conducted by an expert resulting in a publicly available report.</p> <p>Survey or condition assessment of a site, ecological community or species.</p> <p>Describe the type and purpose, <i>e.g. Weed survey of Site A to inform management actions</i></p>	Document/s	Document such as report or survey	Map/s	Map of study area with results
Management plan development	<p>Planning or strategy development at catchment or sub-catchment scale.</p> <p>Plans at whole property or reserve scale.</p> <p>Management guidelines or protocols.</p> <p>May include the review of an existing plan or guideline that results in significant enhancement of an outdated document.</p> <p>Describe what is being developed and what issue(s) it aims to address. <i>e.g. LGA feral animal control policy and procedure guideline</i></p>	Document/s	<p>Guideline</p> <p>Plan</p> <p>Policy, protocol or procedure</p> <p>Strategy</p>	Participant/s (consultation)	Photos

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Monitoring	Assesses presence/absence, or change over time. Describe the type of monitoring, purpose, location and interval, <i>e.g. Camera and audio traps in Reserve to monitor cockatoo numbers in Spring and Autumn</i>	Hectare/s (of monitoring area) Event/s	Photos Sound recording Video recording	Document/s Map/s	Map showing monitoring points and results Report or analysis
Project management or coordination (first year salary maximum \$101,000 per annum pro rata and must not exceed an annual increase of 3% per annum; on-costs maximum of 25% of salary request)	Officer time, salary and on-costs to manage or coordinate the project and its activities. Salary and on-costs must be shown separately in the workplan, but are grouped together in the Project Schedule. Describe the role, purpose and FTE or hours of the officer, <i>e.g. Project manager at 0.5 FTE to develop and deliver all project activities</i>	FTE (full time equivalent) Hour/s	HR document such as a contract, extract of payroll, or job advert referencing the funded project		
Project specific travel	Travel that is specific to the delivery of the project such as a site visit or transport of materials or personnel. Describe the type and purpose of travel, <i>e.g. Collection of seedlings from nursery and delivery to planting sites</i>	Kilometre/s	Map with route and distance shown Odometer records (photos or logbook)	Item/s	Lease or hire agreement, invoice
Revegetation	Native vegetation is considered to be indigenous aquatic or terrestrial vegetation which supports biodiversity, conservation, or habitat, and does not include fodder	Hectare/s (revegetated)	Aerial photos Photo point monitoring	Document/s Map/s	Map showing revegetated area/s

Activity	Description	Primary output measure	Types of evidence	Secondary output measure	Types of evidence
	species such as saltbush, monoculture plantings, or plantations. Endemic species are native and known to occur locally. Describe the type of revegetation and area, <i>e.g. Wetland and sedgeland rehabilitation around Lake A</i>	Stems/seedlings (planted)	(before, during, after planting)		Report or analysis including photos
Skills development	Structured activity such as training or mentoring which is designed to improve existing skills or develop new ones. Describe the type of skills development being conducted and the people that will attend, <i>e.g. Monitoring skills training and mentoring of Aboriginal Rangers</i>	Event/s Participant/s	Photos Registration list Video recording	Document/s	Course outline, handout, or program Report on feedback survey results
Targeted species conservation	Targeted species can include individual plant or animal species as well as species within ecological communities. Targeted conservation includes specific activities designed to conserve a species directly, such as a breeding program or seed bank. Name the species and the works being undertaken, <i>e.g. Banksia Woodland TEC seed bank development</i>	Individual/s Item/s Species	Photos (during development or implementation, final results)	Document/s	Report or analysis on actions and results
Traditional Ecological Knowledge transfer	Activities should focus on Indigenous biological, cultural and ecological knowledge. Describe how Traditional Owners will be involved or how the knowledge will be	Event/s Item/s Participant/s	Link to online item Photos Sound recording Video recording	Document/s	Fact Sheet Report on actions and results

Activity	Description	Primary output measure	Types of evidence	Secondary output measure	Types of evidence
	captured and stored, and the purpose, <i>e.g. Collecting stories from Elders to develop knowledge fact sheets for community</i>				Stories
Water quality improvement	Any activity or resource that serves to specifically manage or improve water quality, such as sediment removal. Describe the type, area and purpose of work undertaken, <i>e.g. Sediment removal along priority section of river to improve downstream water quality to catchment</i>	Kilometre/s Kilogram/s	Aerial photos Photos (before, during, after)	Document/s	Report on actions and results Works approval document
Weed control	Name the weed you will be controlling and the method of control you will be using, <i>e.g. Hand removal of Watsonia flower stems and glyphosate painting of leaves</i>	Hectare/s	Aerial photos Photo point monitoring (before, during, after)	Document/s Map/s	Map of control area showing previous and new extent Report on actions and results

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