



Project Activities, Measures and Evidence Guide

Specific activities will help you to achieve the outcomes and objectives of your project. The measures (also known as outputs or deliverables) for each activity show how much of each activity you plan to deliver and are used to demonstrate how successful the activity has been, should you receive funding. Considering your measures and evidence for activities will assist with project planning.

You will be required to identify your activities in the workplan initially, then during contracting should you be successful. Evidence of achievement is a critical part of grant reporting and acquittal to demonstrate delivery of activities, and the success of your project. Collecting consistent information on project activities is also important to State NRM Program reporting and accountability processes.

Please refer to the activity measures and types of evidence listed below.

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Awareness raising	<ul style="list-style-type: none"> Any awareness-raising event, product or material designed to improve knowledge and understanding Describe the type of event, product or material and the purpose, e.g. <i>Field day to share novel feral cat management techniques</i> 	<p>Event/s</p> <p>Participant/s</p>	<p>Feedback survey</p> <p>Invitation or flyer</p> <p>Photos</p> <p>Registration list</p> <p>Video recording</p>	Document/s	Document such as handout, or program
Baiting	<ul style="list-style-type: none"> Name the method of control, e.g. <i>Baiting feral cats with baits in Site A</i> 	Hectare/s (in control area)	Photos	<p>Kilogram/s</p> <p>Map/s</p> <p>Number/s</p>	<p>Photos</p> <p>Invoice</p> <p>Map of control area with bait locations shown</p>

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Devolved grants	<ul style="list-style-type: none"> Any situation where funding awarded to the applicant is provided to private landholders or other groups to deliver the proposed works. This includes awarding funds to preselected participants. Describe the type and purpose of the devolved grant, <i>e.g. Devolved grant to undertake fencing of priority remnant vegetation to exclude feral cats</i> 	Participant/s	State NRM Program Agreements	Map/s Document/s	Map of sites Document containing Photopoint monitoring (before and after)
Equipment	<ul style="list-style-type: none"> Equipment must have a direct NRM outcome Any single piece of equipment valued over \$2,500 is considered to be an Asset Describe the type and purpose of the equipment, <i>e.g. Camera traps for native animal monitoring</i> 	Item/s	Invoice Photos		
Fencing	<ul style="list-style-type: none"> Fencing must have a direct Feral Cat Management outcome The purpose of fencing may include protecting remnant vegetation through exclusion of feral cats Describe the type and purpose of the fencing, <i>e.g. Extend predator proof fence to include Site A</i> 	Kilometer/s (of fencing) Hectare/s (in protected area)	Aerial photos Photopoint monitoring (before, after)	Map/s	Map with fencing marked
Information product	<ul style="list-style-type: none"> Includes hard-copy written material such as brochures, newsletters, posters and fact sheets designed to improve knowledge and understanding Includes all electronic products such as apps, websites, blogs, etc. Describe the type of product produced, <i>e.g. Citizen science website to collect feral cat sighting data, Fact sheet on Feral Cats and the damage they can do in Site A Reserve</i> 	Document/s Item/s (produced)	Artwork or layout Document such as fact sheet, newsletter, poster, report Photos Screen grab Screen print to PDF		

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Infrastructure	<ul style="list-style-type: none"> Infrastructure includes any fabrication, built structure or construction Describe the type of infrastructure installed or work undertaken, <i>e.g. Install educational sign at Site A</i> 	<p>Item/s (constructed)</p> <p>Kilometer/s (constructed)</p>	<p>Aerial photos</p> <p>Artwork or layout</p> <p>On-ground photos</p> <p>Photopoint monitoring (before, after)</p>	Document/s	<p>Planning approval document</p> <p>Planning and design document</p>
Investigation or assessment	<ul style="list-style-type: none"> Studies conducted by a professional person/organisation and resulting in a publicly available report; may include a synthesis of previous studies or meta-analysis of previous studies. Survey of priority feral cat-free exclosures, <i>e.g. Monitoring survey for feral cats in Site A reserve</i> 	Document/s	Document such as report or survey	Map/s	Map of study area
Management plan development	<ul style="list-style-type: none"> Describe the plan or guideline being developed and what issue(s) it aims to address Plans or strategies at catchment or sub-catchment scale, <i>e.g. action or management plans for integrated feral animal control</i> Guidelines or protocols, <i>e.g. integrated invasive species including feral cat management</i> May include the review of existing plans or guidelines that results in significant enhancement of the document 	Document/s	<p>Guideline</p> <p>Plan</p> <p>Protocol or procedure</p> <p>Report</p> <p>Strategy</p>	Map/s	Map of area to be managed

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Monitoring	<ul style="list-style-type: none"> Describe the type of monitoring being conducted, e.g. camera traps to monitor feral cat numbers. 	Hectare/s (of monitoring area) Event/s	Photopoint monitoring Photos Report or Analysis Sound recording Video recording	Map/s	Map showing monitoring points established
Project administration	<ul style="list-style-type: none"> All activities and resources that serves to specifically support or administer the project and its activities, such as HR support, Payroll management, phone calls, photocopying, etc. <i>This activity is not measured</i> 	N/A			
Project management or coordination	<ul style="list-style-type: none"> Any activity or resource that serves to specifically manage or coordinate the project and its activities such as salaries and on-costs Describe the type of project management, e.g. Coordinator, Project Manager 	FTE (full time equivalent) Hour/s	Approved job or position description Extract of hours from payroll or HR Job advert	document	Signed employment contract
Project specific travel	<ul style="list-style-type: none"> Travel that is specific to the delivery of the project such as a site visit or transport of materials Describe the type and purpose of the travel, e.g. Delivery of Eradicat baits to site 	Kilometer/s	Map with route and distance shown Odometer record		
Skills development	<ul style="list-style-type: none"> Skills development is a structured activity such as training which designed to improve existing skills or develop new ones Describe the type of skills development being conducted and the people that will attend, e.g. eradicat training delivered to Aboriginal rangers 	Event/s Participant/s	Feedback survey Invitation or flyer Photos Registration list Video recording	Document/s	Document such as course outline, handout, notes, or program

Activity	Description	Primary activity measure	Types of evidence	Secondary activity measure	Types of evidence
Trapping	<ul style="list-style-type: none"> Name the method of control, eg <i>Live cage trapping feral cats in Site A</i> 	Hectare/s (in control area) Trapping events	Aerial photos Report including Photos	Map/s Number/s	Map of control area with trap sites shown Photos Invoice