Reef Trust Partnership

Community Reef Protection

Community Action Plan Projects

Final Report

Issued December 2021

# Report Details

|  |  |
| --- | --- |
| RTP Component | Community Reef Protection |
| Funding Round | CAP Projects |
| Project Name |  |
| Report Due Date |  |

The report should focus on activities and outcomes from the grant funds supplied through the Reef Trust Partnership. If there are linked activities funded through other leveraged investment that are relevant to the project, please ensure they are clearly identified.

The information provided in this report will be used to report against completion of agreed activities and milestones in the application and subgrant agreement, as well as collated and used to demonstrate outcomes across the portfolio.

Please submit this report as a word document to [grants@barrierreef.org](mailto:grants@barrierreef.org) and cc [ldunstan@barrierreef.org](mailto:ldunstan@barrierreef.org)

# Funding Recipient Contact Information

|  |  |  |
| --- | --- | --- |
| Organisation Name |  | |
| Primary Contact Information | Name |  |
| Position |  |
| Email Address |  |
| Phone Number |  |
| If any contact information/key personnel have changed please provide details |  | |

# Summary Report

## 3.1 End of Project Outcomes

How satisfied are you that the project met the end of project outcomes?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very satisfied | Satisfied | Neutral | Unsatisfied | Extremely Unsatisfied |

Summarise your end of project outcomes (2.2 of the application form) including the project’s progress towards achieving the roadmap strategy. Please also provide any examples of specific, notable impacts (e.g. something that changed as a result of your project). This information may be used for public communications with your permission Please also provide accompanying photos (2-3) as a JPEG or PNG and/or videos to [grants@barrierreef.org](mailto:grants@barrierreef.org) and cc [ldunstan@barrierreef.org](mailto:ldunstan@barrierreef.org)

Project Outcomes:

## 3.2 Report on contract Deliverables

List the contracted deliverable and deliverable description in this reporting period. This should include any deliverables or activities that were carried over from previous reporting periods for completion. Add additional rows to the table as required.

|  |  |  |
| --- | --- | --- |
| **Deliverable and Deliverable Description** | **Completed? (Y/N)** | **Describe the number and type of activities completed.**  **Describe any variations to the due dates/deliverable descriptions and rationale for the variance.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3.3 Report on roadmap deliverables**

List the outcomes that featured in your roadmap. State if it has been completed, is on track, has some delays or hasn’t started yet. Then briefly describe the actions/activities undertaken to achieve the roadmap outcomes,

|  |  |  |
| --- | --- | --- |
| **Roadmap outcomes** | **Completed**  **On Track**  **Delayed**  **Not started yet** | **Describe the number and type of actions/activities undertaken** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3.4 Communications**

Provide a description of communication activities that have occurred for the Project during this reporting period (from last report to now). When applicable, please outline communication materials developed as part of the Project and supply the material(s) as attachment(s).

|  |  |  |
| --- | --- | --- |
| **Type of communication material** | **Number** | **Description** |
| Posts on social media |  |  |
| Media releases |  |  |
| Published media stories (e.g. articles, TV, newspaper) |  |  |
| Other communications products |  |  |

**3.5 Participation**

Provide the number of participants involved in your activities during this reporting period (from last report to now). Note not all categories may be relevant for your project (please indicate with N/A).

\*An engagement is a person participating in an activity. This includes surveys, meetings face to face or online, workshops etc. It doesn’t include one-way communications such as newsletters. If your activity was part of a larger event, please only report on the number of people that actively engaged in your activity (e.g. you spoke with 50 people at a larger community event of 5000 people).

|  |  |  |
| --- | --- | --- |
| **Participation** | **Number** | **Short description of the activity** |
| Total participant engagements (note: this is the number of community members that you have engaged through activities, acknowledging that people may engage in multiple different activities) |  |  |
| Total number of participants that were new to the activity |  |  |
| Total number of youth (<25yo) engaged |  |  |
| Total number Indigenous people engaged |  |  |
| Total number of Indigenous youth (<25yo) engaged |  |  |
| Total number of Indigenous Rangers engaged |  |  |
| Total number of indigenous people employed as part of the project (please state type of employment in the description) |  |  |
| Total number of hours volunteered to the project |  |  |
| Total number of partners involved in project delivery (Please state names in the description) |  |  |
| Number of people/households/businesses adopting new *measurable actions to protect the Reef (for behaviour and practice change projects)* |  |  |

**3.5 EMPLOYMENT outcomes**

As a result of the grant funding, what is the total number of jobs (as Full Time Equivalent’s) that were supported throughout the grant term (if any)? Were any new roles created? If so how many? Did this meet your initial expectations?  
For example:

|  |  |  |
| --- | --- | --- |
| Full-time equivalent employee | Approximately 76 hours per fortnight OR 10 days per fortnight per person | 1 FTE |
| Part-time employee (this example is 4 days per fortnight) | Calculated based on the full-time equivalent.  4 days / 10 days = 0.4 FTE | 0.4 FTE |
| Casual employee  (this example uses an average of 15.6 hours a fortnight) | Calculated based on the full-time equivalent.  15.6 hours / 76 hours = 0.2 FTE | 0.2 FTE |
| Total FTE | Sum of all employment | 1.6 FTE |

*\*Calculate contracted employees using the Full-time equivalent method, then specify the duration of their contract. E.g., 0.5 FTE – 6 month contract*

**3.6 Project outputs**

Provide the number and description of the new outputs delivered during this reporting period (from last report to now). This might include events, activities, initiatives (not for example, regular project partner meetings). Not all may be relevant for your project – please indicate with N/A. Note: You can include a description of participation in external initiatives, but please only include a count for initiatives you delivered for the project.

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Number** | **Short description of the activity** |
| **Number of field days/on-country days** |  |  |
| **Number of data collection surveys** (e.g. # of coral surveys) |  |  |
| **Number of data points collected** (e.g. # of coral surveys x # of data points per survey) |  |  |
| **Education and outreach activities** (e.g. community education event or encouraging local businesses to adopt sustainable practices). |  | . |
| **Leadership development activities for community leaders/champions** (e.g. resources, professional development, mentoring) |  | . |
| **Training activities** (e.g. instructional workshop to train participants in a survey methodology). |  |  |
| **Activities to enhance community and partner engagement in information exchange, collaborative planning and project data uses** (e.g. community event to discuss project plans or results, working with Reef managers to apply data) |  |  |
| **\*Behaviour change programs** (e.g. a program to change a behaviour(s) to protect the Reef that is monitored and measured) |  |  |
| **Community group and participant recognition initiatives** (e.g. specific activities to acknowledge participants, external awards/nominations) |  |  |
| **Instances of project data used to inform planning or management actions** (e.g. regional report cards or source reduction plans) |  |  |
| **Other** |  |  |

**\*Behaviour change program -** Please describe the number and type of behaviour changes that were measured, and the results:

**3.7 BIOPHYSICAL/CULTURAL OUTPUTS**

Provide the activity description and output data in the table below. Note not all may be relevant for your project – please indicate with N/A.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Description of your activity** | **Output description** | **Output data** |
| **Marine debris and litter removal and prevention** |  | * Area (ha) of marine debris and litter removal * Weight (kg) of marine debris and litter removed * Number of litter items removed or prevented from entering the environment |  |
| **Marine and terrestrial habitat restoration** |  | * Area (ha) weeds removed/treated * Area (ha) revegetation * Number of trees planted * Number of corals planted * Area (ha) or length (km) covered by conservation interventions. * Number conservation interventions (e.g. pest animal exclusion, vehicle exclusion, fish barriers remediated) * Area (ha) treated by (cultural) fire management actions |  |
| **Flora and fauna survivorship** |  | * % survivorship * Number of animals protected |  |
| **Climate change mitigation** |  | * Number of emissions reduction actions taken * Estimation/calculation of reduction of carbon emissions |  |
| **Cultural Heritage** |  | * Number of cultural databases developed/used * Number of activities held that involved mapping cultural values |  |
| **Other** |  |  |  |

## 3.8 Unintended outcomes

Describe any unintended (positive and negative) outcomes occurring from the Project.

*For example, a positive unintended outcome could be additional partnerships formed that provided in kind support. A negative unintended outcome could be a conflict between project partners*.

# Work Health and Safety

## 4.1 Workplace health and safety checklist

|  |  |  |
| --- | --- | --- |
|  | **Yes or No** | **If yes, please provide details** |
| Have any material changes been made to WHS policy during this reporting period? |  |  |
| Have any material changes been made or implemented to WHS documents previously supplied to GBRF? |  |  |
| Has a notifiable incident occurred during the reporting period (whole of project)? (An incident is notifiable if it arises out of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves a dangerous incident) |  |  |
| Have you and/or your organisation been issued with any prosecutions or notices over the last reporting period? |  |  |

## 4.2 WORKPLACE HEALTH AND SAFETY PERFORMANCE

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Description** | **Number** |
| Number of medical treatment injuries (MTI’s) | *Any work-related injury or illness that requires treatment from a medical practitioner.* |  |
| Number of lost time injuries (LTI’s) | *Any work-related injury or illness that results in the loss of one or more complete days any time after the day or shift on which the injury or illness occurred.* |  |
| Number of fatalities | *Any work-related injury or illness that led to the death of a person/s.* |  |

**4.3 COVID-19 IMPACTS**

Please describe any impacts and outcomes (both positive and negative) of COVID-19 on your project. What Innovations or adaptations arose as result of the impact? Did deliverables or timelines change?

# 5. Financial acquittal

This section of the report needs to be developed in the **Excel template** provided by the Foundation and submitted in conjunction with this Word document.

# 6. Supporting material

Where possible, use images, videos, graphics and other materials to support the content of this report. Please send this supporting material as separate attachments including 2-3 photos as a JPEG or PNG to [grants@barrierreef.org](mailto:grants@barrierreef.org) and cc [ldunstan@barrierreef.org](mailto:ldunstan@barrierreef.org)

# 7. Grants feedback

How satisfied were you with the granting processes administered by GBRF? *Including the application process, reporting obligations and interactions with project members, ongoing support*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very satisfied | Satisfied | Neutral | Dissatisfied | Extremely dissatisfied |

Do you have any other comments or feedback for GBRF?

Questions about this Report can be emailed to the Great Barrier Reef Foundation (GBRF) Grants Office at [grants@barrierreef.org](mailto:grants@barrierreef.org).