|  |  |  |
| --- | --- | --- |
| **School name**  (insert name of school) |  |  |
|  |  |
| **Project title**  (insert name of project) |  |
|  |  |
| **Grant project number**  (insert grant number issued by the Environmental Trust) |  |

**Note:** The cells below will expand as you type so the report may expand to more than three pages in length.

To complete this report, please refer to your project plan outlined in question C2 of your grant application.

| **Objectives** List the objectives you outlined in your original application (Question C2). | **Outcomes expected**  List the outcomes you expected to achieve. | **Outcomes achieved and project activities**   * To what extent did you achieve the outcomes you wanted? * Describe how the activities helped you to achieve those outcomes, and how progress was measured. * What was successful and what was not? | **Comments**  Explain any changes to the project  outcomes and activities. What still needs to be completed? What are your future plans to build on project outcomes? |
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Project measures

You will have submitted proposed project measures as part of a scoping process before your project started. We now need you to provide details of what your project has actually achieved in relation to these project measures. Please fill in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Measure** | | **Unit of Measurement** | **Results** |
| 1 | Number of primary school students who were active | Number of individuals |  |
| 2 | Number of primary school student hours contributed | Combined hours contributed |  |
| 3 | Number of high school students who were active | Number of individuals |  |
| 4 | Number of high school student hours contributed | Combined hours contributed |  |
| 5 | Number of teaching/learning units developed/modified in this project | Number |  |
| 6 | Number of Volunteers engaged (do not include students) | Number of individuals |  |
| 7 | Number of Volunteer hours contributed (do not include students) | Combined hours contributed |  |
| 8 | Number of organisations involved in the project (including your school) | Number |  |
| 9 | Number of individuals engaged in sharing, giving or receiving traditional Aboriginal knowledge and caring for country (this may include the individuals already identified above) | Number of individuals |  |
| 10 | Project area (only relevant if your project involves on-ground works relating to natural bushland) | Square metres |  |
| 11 | Area of natural bushland regenerated (assisted natural recovery of natural integrity following disturbance or degradation) | Square metres |  |
| 12 | Area revegetated with local native species (deliberate planting of trees, shrubs and other plants in areas formerly cleared of their natural vegetation) | Square metres |  |
| 13 | Area weeded (natural bushland areas only) | Square metres |  |
| 14 | Number of local native species planted | Number |  |
| 15 | Volume of water saved through water conservation measures/ efficiency improvements | Kilolitres (kL) |  |
| 16 | Volume of stormwater recycled (e.g. water tanks) | Kilolitres (kL) |  |
| 17 | Reduction in total greenhouse gases | Tonnes of CO2 |  |
| 18 | Waste avoided | Tonnes/kg |  |

Evidence of outcomes

Please provide evidence of the projects outcomes. This might include:

* photographs (before and after) during activities etc. (photos should include captions)
* units of work
* teaching programs
* publicity
* other

List items of evidence you have attached.

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Checklist

In order to complete your reporting requirements you must:

|  |
| --- |
| Complete this reporting template  Complete the statutory declaration form and have it appropriately witnessed.  Complete the financial report |

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