

Instructions for Grantees

Instructions for Grantees

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while running your funded project.

We want to know about your successes and challenges. Ultimately we want to see what outcomes you achieved and if they were the intended ones.

Reporting

Reporting against the outcomes and approved budget is a requirement of the deed of grant, and must be completed by an appropriately authorised person on behalf of the applicant organisation or the projects auspicing organisation.

To the best of your knowledge the statements made within this report need to be true and correct, whilst understanding that you as the applicant organisation/auspicing organisation were approved for this grant and accepted the terms and conditions as outlined in the deed of grant or any other deed of variations relating to the project.

Term of the Grant

The Grants are for a specified period as set out in the guidelines unless a **variation** has been approved.

Timeframe

You **have a month** to complete this acquittal form after receiving it by email.

Please fill out the form as directed in the instructions or email your received containing the link to this form.

If there is any reason you are unable to complete this form by the due date please advise us by contacting the Grants Coordinator by phone on 62077331 or by emailing; actnrm@act.gov.au

Please ensure that:

- **Completion of this form has been overseen by those in your organisation that have an intimate knowledge of the funded project.**
- **Financial information is completed by an appropriately authorised person on behalf of the applicant organisation or the projects auspicing organisation.**
- **In filling out this form, that you have attached all supporting documentation where indicated in the reporting process.**

Privacy Statement

All information in this report is public information, except for all personal and financial information which will remain confidential.

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to [ACT Government Privacy Policy](#)

Project Report

*** indicates a required field**

Project Title

**2020-2021 ACT Environment and Nature in the City Grant
ACT Environmental Grants Program: Project Acquittal Form
Application No. ENV202100004 From Molonglo Conservation Group - DRAFT**

Narrabundah Wetlands Revegetation

This question is read only.

Application Number

ENV202100004

This field is read only.

Grant Recipient

Molonglo Conservation Group

Sponsoring Organisation

If Grant Recipient and Sponsoring Organisation is the same write as above

Mailing Address

12 River Street, Oaks Estate

Phone Number

0410294267

Email Address

jeannine.fromholtz@molonglo.org.au

Project Summary

Block 38 Section 34 Narrabundah Wetlands

a) On-ground works engaged volunteers through site preparation, planting of new tube stock, to improve water retention, reduce discharge of sediment into the stormwater drains and nearby creek and ultimately improve the area by adding additional habitat for native wildlife and creating human and nature connectivity.

b) Systematic weed control took place of blackberry, poplar, wattle, fleabane and pyracantha, using volunteers where possible, TCCS for removal of smaller Box Elders and contractors where use of machinery and herbicides for larger woody weed removal.

c) Community were connected through involvement in these project activities with innovative

educational workshops through habitat for wildlife, healthy waterways and weed Identification. This not only improved the community's understanding about the areas conservation value, but also showed them how to maintain it.

d) Ongoing weekly maintenance for weeding and watering by volunteers.

e) Rubbish removal through Cleanup days.

f) Volunteers involved through the project

(Over 100 participants have joined)

- Friends of Narrabundah Wetlands

Landcare Group

- Old Narrabundah Community Council (Communications through website)

- Menslink

Young men and their mentors were able to clear large woody weeds along with smaller weeds

and mulching of planted areas.

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- Canberra Girls Grammar School
Duke of Edinburgh Program volunteer engagement

- Narrabundah College

3 classes including forestry, biodiversity conservation, ecosystems and science and the student

lead green team.

- Other community participation for planting.

Must be no more than 250 words.

Please summarise all project activities in relation to the Project Plan.

Project - Duration

Start Date

01/11/2021

Must be a date.

Finish Date

30/05/2023

Must be a date.

Has this project achieved the activities and milestones required? *

No

Yes

If the project didn't achieve the activities and milestones required please describe why?

Must be no more than 250 words.

Project - Outcomes

What outcomes were generated as a result of this project?

Outcomes are the changes that have occurred as a result of your project. Generally outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation,
- Actions, behaviour, change in policy.
- Social, financial, environmental, physical conditions.

We also want to learn more about how you tracked the outcomes of your initiative - what you measured and how.

Finally we also want to know if you encountered any unexpected outcomes generated by your project?

Please answer the questions below. Leave blank any fields that do not apply to your project.

What Outcomes were generated by your project?

1. Enabling stewardship by local residents to care for the site with weekly monitoring and

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Maintenace ongoing.

2. Significant reductions in weed infestations across the site, eg Blackberry and fleabane
3. The site has increased in the number of native plants which has improved biodiversity and reduced sediment into the ponds.
5. Tree Canopy establishing for Urban Cooling
6. Additional Educational workshops with Schools

How did you track these outcomes?

1. Participation contributions recorded with sign in sheets.
2. Contractor measurements of weed control and ongoing weed watch and removal by volunteers
3. Before and after photos
4. checking survival rate of plants
5. Communications

Where any of your outcomes unexpected? If so why?

Increased engagement for further education with Narrabundah College and Narrabundah Primary School. As this was not part of initial planning it was unexpected but very welcoming.

We look to continue engagement with Narrabundah wetlands now a focal point for teachers and school students.

Evidence of Outcomes

Please provide two pieces of evidence to show that you have achieved the outcomes of your project. This could be a document created, before and after photos or other similar items. Please contact the Grants Coordinator if you are unsure what evidence to include.

IMPORTANT:

Your evidence of outcomes should reflect and support your project budget as well as any approved project variation.

Evidence 1

Filename: Outcomes Narrabundah Wetlands.docx

File size: 7.7 MB

Please attach evidence of your on-ground activities

Evidence 2

No files have been uploaded

Please attach evidence of your on-ground activities

Dealing with challenge

Were there any challenges encountered and, if so, how did they influence the outcomes?

- a) Covid lockdowns commenced early in this project halting all onsite works.
- c) Higher than average rainfall delayed Weed Contractors by 12 months.
- b) Higher than average rainfall over the last 12 months caused flooding twice through the wetlands damaging fencing and bringing trees and large amounts of debris through the

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wetlands delaying some onground works.
 Must be no more than 100 words.

Outline any actions taken to rectify challenges and/or improve the project outcomes

- 1) We sought and were granted an extension of the project because of the covid lockdowns and delays in Weed contractors accessing site at suitable time for spraying.
 - 2) Issues requiring TCCS intervention were reported to Fix My Street and to relevant staff.
- Must be no more than 100 words.

Do you or your organisation have any plans to continue, monitor or further develop this project beyond the funded period?

- Yes
 No

If yes, please outline your plans for the project.

Friends of Narrabundah Wetlands will continue maintenance

- a) Follow up manual weed control
- b) Maintain existing planting and supplementary ground cover plantings
- e) Removal of any rubbish
- d) Continued engagement with Narrabundah College
- f) TCCS will engage Contractors for further Larger Woody weed removal as part of the Healthy waterways program
- g) TCCS will continue to support volunteers with supply of water for watercube and Mulch for gardens.

Must be no more than 100 words.

Project Outputs

What outputs did your project generate?

These are the tangible items a project generates.

Examples would include

- the number of trees planted,
- area of planting (Hectares),
- area of weed treatment (Hectares),
- the number of volunteers engaged in the project,
- the number of pest species eradicated.

List your initiative's outputs below, including numbers and timeframes where possible. Leave blank any fields that do not apply to your project.

IMPORTANT:

Your evidence of outputs should reflect and support your project budget as well as any approved project variation.

Number	List	Type of Treatment
Must be a number.	Attach documentary evidence of delivery ie: Photos of areas treated or trees/shrubs planted, social media posts, receipts	From the drop down list choose achievement output

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	for expenditure, photos from events, attendance record for volunteers	
0.7792	Filename: Weed Management.pdf File size: 526.1 kB	Pest/Weed Treated
0.2550	Filename: Community Planting Narrabundah Wetlands.pdf File size: 1.4 MB <hr/> Filename: Mulching - Menslink - Narrabundah Wetlands (2).pdf File size: 413.3 kB <hr/> Filename: Planting - Girls Grammar Narrabundah wetlands (1).pdf File size: 796.8 kB <hr/> Filename: Planting Narrabundah Wetlands island.pdf File size: 209.8 kB	Hectares Planted/Treated
350	Filename: Plant species.docx File size: 1.5 MB	Plants Planted
4	Filename: Clean up event Narrabundah Wetlands.pdf File size: 503.9 kB <hr/> Filename: Event Narrabundah College.pdf File size: 631.3 kB <hr/> Filename: Narrabundah College in class - Habitat for Wildlife.docx File size: 4.1 MB <hr/> Filename: Weed ID Workshop Narrabundah Wetlands (1).docx File size: 18.0 MB	Events
	Filename: Flooding - Narrabundah Wetlands.pdf File size: 429.9 kB	Other
19	Filename: Communications Narrabundah Wetlands.docx File size: 12.0 MB	Communication items

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100	Filename: Attendance record .zip File size: 18.6 MB	Volunteers engaged
	Filename: Invoices-Receipts. zip File size: 5.9 MB	

Lessons Learned

What did you learn as a result of undertaking this project?

Must be no more than 100 words.

We are particularly interested in lessons that may help others undertaking similar work. Think about what you learned about your inputs (money, skills, personnel, time - too much; too little; about right?); your assumptions (were they 100% right, only partly right, or were the results a complete surprise?); and the context of the project/program (timing; targeted beneficiaries; geographic settings - were they right; wrong; about right?)

Communication Material

Has the project produced any visual, audio representations, documents, or advertising?

- Yes
 No

Please provide an example of your communication

Filename: Communications Narrabundah Wetlands (1).docx
File size: 12.0 MB

and/or

Provide web link:

Must be a URL

and/or

Provide additional details:

Please include captions, if relevant

Have you obtained permission from participants/volunteers to use the images in any media in regard to the project?

- Yes
 No

Financial Report

**2020-2021 ACT Environment and Nature in the City Grant
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*** indicates a required field**

Project Income & Expenditure

IMPORTANT:

Financial Reporting against the Projects Approved Budget is a requirement of the Deed of Grant or any Deed of Variations and must be completed by an appropriately authorised person on behalf of the applicant organisation or the projects Auspicing Organisation.

Please complete the Financial Report for all actual expenditure including government, nongovernment and private, as well as any in-kind contributions.

Use the 'Notes' column to provide any additional information you think we should be aware of.

Project Income

In accordance with the Deed of Grant or any Deed of Variations you have been provided with funding to this value. Please complete the financial statement of all actual income per your Approved Project Budget, including government, nongovernment and private, as well as any in-kind contributions.

Use the 'Notes' column to provide any additional information you think we should be aware of.

Project Income Item (as per Deed of Grant Project Budget)	Project Budget Approved Item - (\$ Allocated GST Exc)	Actual Budget Item Income (\$ GST Exc)	If different from Application Approved Budget Item indicate approval of change
Select the category from the dropdown list. Oone per line	Must be a dollar amount	Must be a dollar amount.	
2020-2021 ACT Environment Grant Grant Funding	\$18,490.00	\$18,490.00	
2020-2021 In-kind Contribution	\$11,796.00	\$16,977.32	
	\$	\$	
	\$	\$	

Project Budgeted Expenditure Items	Budgeted Expenditure Amount (\$ GST Exc)	Actual Expenditure (\$ GST Exc)	Notes
		Must be a dollar amount.	
Project Budgeted Item	\$8,000.00	\$8,439.09	Weed Contractor

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Project Budgeted Item	\$1,168.00	\$1,241.76	Tubestock
Project Budgeted Item	\$1,800.00	\$1,287.29	Weed ID workshop
Project Budgeted Item	\$2,100.00	\$2,100.00	Administration
Project Budgeted Item	\$1,800.00	\$1,800.00	Project coordination
Project Budgeted Item	\$3,572.00	\$3,572.00	Entry Sign
Project Budgeted Item	\$20.00	\$16.42	Printing Flyers
Project Budgeted Item	\$30.00	\$33.44	Organic Weed Spray
In-Kind Contributions	\$4,005.12	\$8,219.00	Working Bee Sessions
In-Kind Contributions	\$3,572.00	\$6,508.32	Further Volunteer Maintenance
In-Kind Contributions	\$2,250.00	\$2,250.00	MCG Staff support Healthy Waterways

Income & Expenditure Totals

Income Total

\$35,467.32

This number/amount is calculated.

Expenditure Total

\$35,467.32

This number/amount is calculated.

Income - Expenditure

\$7,150.20

This number/amount is calculated.

Please attach a signed letter from a financially authorised delegate of your organisation (or sponsoring organisation), stating that the grant was acquitted as per the project budget or any subsequent approved variation.

Filename: ENV202100004 - Narrabundah Wetlands declaration.pdf

File size: 143.3 kB

NOTE: Max 5mb per file

BUDGET DISCREPENCIES

Please explain reasons for any major variances, or for providing incomplete information:

1. TCCS provided a number of resources in-kind such as mulch and water
2. Larger in-kind contribution by volunteers

Must be no more than 100 words.

Certification and Feedback

*** indicates a required field**

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation or the projects Auspicing Organisation.

I certify that to the best of my knowledge the statements made within this report are true and correct, and

I understand that:

- **the applicant organisation/Auspicing Organisation has been approved for this grant;**
- **that we are required to accept the terms and conditions of the grant as outlined in the Deed of Grant or subsequent Deeds of Variations.**
- **Project Reporting and Acquittal is a requirement of the Deed of Grant or any approved variations and must be completed by an appropriately authorised person on behalf of the applicant organisation or the projects Auspicing Organisation.**

I agree

Yes No

Name of authorised person *

Mrs Karen Williams
Must be an Authorised Member of the applicant/auspicing organisation who has delegation to certify funding and expenditure

Position *

President
Position held in applicant/auspicing organisation (e.g. CEO, Treasurer)

Contact Phone Number *

0427 803 896
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

president@molonglo.org.au
Must be an email address.

Date *

30/06/2023
Must be a date

Feedback

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You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the acquittal process:

Very easy Easy Neutral Difficult Very Difficult

Did you find the reporting process useful in helping to understand your own work?

Yes
 No

How many minutes in total did it take you to complete this form?

Estimate in minutes (i.e. 1 hour = 60)

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider:

Must be no more than 100 words.