



**2021-22 Environmental
Education
Sample Application Workplan**

Workplan **Application Identifier:** 2021/ED2/0002 **Project Title:** Sample Education project

Project Outcomes

No.	Outcome	Description
1	Immediate outcome 1	Carry out social research through interviews of 100 coastal property landholders to understand what would lead them to take action to protect shorebird habitat and design interventions to be trialled through field testing and broader roll out following evaluation of its effectiveness.
2	Immediate outcome 2	Protect endangered shorebirds including Bushstone Curlew nesting sites along a 10km coastal area on the urban fringe around Tweed Heads, reducing mortality rate by 20%. We will do this by working with the community to control domestic pets and carrying out bitou bush control to improve the quality of habitat
3	Immediate outcome 3	Increase understanding of the need for suitable habitats for shorebirds through increasing attendance at volunteer Landcare group events by 20% over two years. and encouraging residents to control their pets and manage coastal properties for conservation

Tip: Your outcome statements should describe what success will look like by the end of the project. Apply the 'SMART' principle - Specific, Measurable, Achievable, Realistic, Timebound (within the timeframes of this project)

See "Developing your application guide" for help and more examples of what makes a good outcome statement. You must be able to measure it.

Project Schedule

No.	Milestone	Start	Finish	Outcome IDs
1	Research and Testing phase / pilot workshops	1/09/2022	31/08/2023	
No.	Activities	Start	Finish	
1	Project planning - consider project overview, review workplan and budget, call for quotes in line with NSW Government Procurement policy, recruit project officer.	1/09/2022	30/11/2022	
2	Carry out research via interviews with beachfront landholders to understand their needs and drivers of undesirable behaviours, supported by a targeted questionnaire to gather benchmark data on pet control	1/11/2022	31/03/2023	
3	Develop Communications Plan*. Issue survey thru Council newsletter inviting owners of coastal properties to participate.	1/12/2022	31/03/2023	
4	Gather data on community attitudes to managing properties for conservation			
4	Liaise with Key Collaborators, all local Landcare groups, Local Council and Local Land Services to help with educational content and volunteer strategy	1/10/2022	28/02/2023	
5	Hold community events in 3 locations around the LGA to educate community about shorebird habitat & protection of species, pet ownership, and hold community planting / weeding events	1/02/2023	31/08/2023	
6	Promote the community events, volunteer opportunities and awareness of shorebird and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	1/02/2023	31/08/2023	
7	Produce video to document nesting and foraging behaviours of Bushstone Curlew and it's habitat., seek community feedback on the draft prior to production and publication of final version	1/03/2023	31/05/2023	
8	Develop web pages and social media communications strategy to promote project participation, and promote messages around responsible pet ownership.	1/11/2022	31/08/2023	
9	Conduct evaluation of milestone 1, consider any changes needed to the workplan, gather monitoring data, submit progress report to Trust	1/06/2023	31/08/2023	

Tip - It is strongly recommended that your first milestone include a Research and Testing phase to pilot your proposed educational framework to see how works in practice. This first milestone should be 6 to 12 months in duration. Every subsequent milestone should be 12 months. You can then make any adjustments necessary to roll out the project more broadly in subsequent milestones.

Tip - demonstrate your expertise by describing what you will do and how you will do it. Include information that shows how you will monitor activities.

Tip - When describing your activities, think about how you will measure them to know if they have been effective.

How will your project build knowledge, awareness and skills in the community to enable them to take action to protect the environment?

	Obtain baseline data from DPIE on annual mortality for Bushstone Curlew and other shorebirds in the project area, obtain latest advice to inform development of educational materials and video	1/10/2022	28/02/2023	
10				
Implement results of		1/09/2023	31/08/2024	
2 Research and Testing phase				
No.	Activities	Start	Finish	1, 2, 3
1	Promote the community events, volunteer opportunities and awareness of shorebird and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	1/09/2023	31/08/2024	
2	Produce the final version of Bushstone Curlew video. Set up systems to gather data on number of views and comments in social media.	1/09/2023	31/03/2024	
3	Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in Bushstone Curlew habitat restoration activities.	1/09/2023	31/03/2024	
4	Promote the awareness raising and education video on Bushstone Curlew through local Council newsletter, Landcare networks, local media. Gather data on number of views, feedback	1/04/2024	31/08/2024	
5	Conduct survey of pet owners to determine rate of uptake of responsible pet ownership behaviours, compare with milestone 1 data	1/04/2024	31/08/2024	
6	Hold Shorebird field day on one of the participating properties inviting the local community to take part in educational talks about Bushstone Curlew.	1/05/2024	31/07/2024	
7	Collate evidence of work from milestone 2, conduct evaluation, consider any changes needed for milestone 3, submit milestone report to Trust	1/07/2024	31/08/2024	
8	Produce responsible pet ownership Fact Sheets, promote alternative locations for dog walking on social media	1/09/2023	31/08/2024	
Ensure long term		1/09/2024	1/07/2025	
3 outcomes from project				
No.	Activities	Start	Finish	2, 3
1	Conduct survey of pet owners to determine rate of uptake of responsible pet ownership behaviours, compare with milestone 1 data	28/02/2025	31/05/2025	
2	Promote community events, volunteer opportunities, pet ownership, awareness of shorebird habitat through local print and radio media, websites, flyers etc.	1/09/2024	31/05/2025	
3	Carry out survey to determine effectiveness of Bushstone Curlew video as tool for increasing number of volunteers attending Landcare events	1/10/2024	28/02/2025	
4	Survey participating landholders to gather data on properties being managed for conservation and understand what support they will need after the project concludes	1/03/2025	1/07/2025	
5	Hold final planting and weeding events in 5 locations. Liaise with local landcare groups to obtain data on increase in attendance at events, understand and plan for future training needs	1/09/2024	30/06/2025	
6	Work with local Council and DPIE to conduct citizen science survey of nesting sites and carry out population count, compare data to data gathered in milestone 1	1/02/2025	30/06/2025	
7	Collate all data for final report, conduct independent audit, submit final report to Trust	1/06/2025	1/07/2025	

Tip: Some activities might have several components. E.g. for a community event, the first component might be project promotion, and the 2nd component might be training and awareness raising. You should include both components as separate activities, using 2 different activity types to capture the 'menu' of measures under each activity type. Activity type "promoting the project" will provide measures for your work on project promotion, such as a social media campaign, newspaper articles, etc. The second activity type would be "Delivering Awareness Raising Events and Training" where you can record measures around people attending training and awareness raising events.

Towards the end of your project, think about how you will ensure that you continue to build on project outcomes after the project concludes? How will you do that?

Project Measures

No.	Milestone	Activities	Activity Type	Measure	Expected Output	Unit
1	Research and Testing phase / pilot workshops	Project planning - consider project overview, review workplan and budget, call for quotes in line with NSW Government Procurement policy, recruit project officer	PPM - Project Officer Salary			
No.		Activities	Activity Type	Measure	Expected Output	Unit
2		Carry out research via interviews with pet owners to understand their needs and drivers of undesirable behaviours, supported by a targeted questionnaire to gather benchmark data on pet control	Social research and testing	Number hours (non grant funded)	0	Number
				Number of grant funded consultants/contractors	2	Number
				Number of grant funded staff	0	Number
				Number of hours (volunteers)	100	Number
				Number of hours (grant funded consultants/contractors)	70	Number
				Number of hours (grant funded)	0	Number
				Number of non grant funded staff	0	Number
				Number of volunteers	5	Number
No.		Activities	Activity Type	Measure	Expected Output	Unit
3		Develop Communications Plan. Issue survey thru Council newsletter inviting owners of coastal properties to participate. Gather data on community attitudes to managing properties for conservation	Promoting the project	No. of items delivered to promote the project	1	Number
				Number hours (non grant funded)	0	Number
				Number of grant funded consultants/contractors	1	Number
				Number of grant funded staff	1	Number
				Number of hours (volunteers)	0	Number
				Number of hours (grant funded consultants/contractors)	20	Number
				Number of hours (grant funded)	35	Number
				Number of non grant funded staff	0	Number
				Number of volunteers	0	Number

Tip - When selecting the activity type, think about what you want to measure. The activity type you select here will determine the 'menu' of measures you will get in the project measures section. You can come back and change this at any time.

No.	Activities	Activity Type	Measure	Expected Output	Unit
4	Liaise with Key Collaborators, all local Landcare groups, Local Council and Local Land Services to help with educational content and volunteer strategy	Organisations collaborating	No. of organisations actively collaborating on the project (community, government or business)	4	Hours worked
			No. of partners actively responsible for helping to guide and/or deliver the project (community, government or business)	4	Number
			Number hours (non grant funded)	20	Number
			Number of grant funded consultants/contractors	0	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	15	Number
			Number of hours (grant funded consultants/contractors)	20	Number
			Number of hours (grant funded)	70	Number
			Number of non grant funded staff	4	Number
			Number of volunteers	3	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
5	Hold community events in 3 locations around the LGA to educate community about shorebird habitat & protection of species, pet ownership, and hold community planting / weeding events	Delivering awareness raising events and training	No. of events	6	Hours worked
			No. of participants / attendees	200	Number
			Number hours (non grant funded)	12	Number
			Number of grant funded consultants/contractors	2	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	60	Number
			Number of hours (grant funded consultants/contractors)	20	Number
			Number of hours (grant funded)	35	Number
			Number of non grant funded staff	4	Number
			Number of volunteers	10	Number

Tip - while this activity type is not mandatory, "delivering awareness raising events and training" should be regarded as a fundamental element of any education project.

These hours will help you prepare your budget in the next section. Volunteer hours can be included as an in-kind contribution (calculate at \$30 per hour)

No.	Activities	Activity Type	Measure	Expected Output	Unit
6	Promote the community events, volunteer opportunities and awareness of shorebird and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	Promoting the project	No. of items delivered to promote the project	5	Number
			Number hours (non grant funded)	3	Number
			Number of grant funded consultants/contractors	0	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	0	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of hours (grant funded)	140	Number
			Number of non grant funded staff	1	Number
			Number of volunteers	0	Number

Tip - while this activity type is not mandatory, "promoting the project" should be regarded as a fundamental element of any education project to encourage community participation.

No.	Activities	Activity Type	Measure	Expected Output	Unit
7	Produce video to document nesting and foraging behaviours of Bushstone Curlew and it's habitat., seek community feedback on the draft prior to production and publication of final version	Developing educational products / resources	No. developed & distributed	1	Number
			Number hours (non grant funded)	3	Number
			Number of grant funded consultants/contractors	1	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	0	Number
			Number of hours (grant funded consultants/contractors)	40	Number
			Number of hours (grant funded)	140	Number
			Number of non grant funded staff	1	Number
			Number of volunteers	0	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
8	Develop web pages and social media communications strategy to promote project participation, and promote messages around responsible pet ownership.	Project administration and governance	Number hours (non grant funded)	1	Number
			Number of grant funded consultants/contractors	1	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	0	Number
			Number of hours (grant funded consultants/contractors)	10	Number
			Number of hours (grant funded)	35	Number
			Number of non grant funded staff	10	Number
			Number of volunteers	0	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
9	Conduct evaluation of milestone 1, consider any changes needed to the workplan, gather monitoring data, submit progress report to Trust	PPM - Project Officer Salary			

No.	Activities	Activity Type	Measure	Expected Output	Unit
10	Obtain baseline data from DPIE on annual mortality for Bushstone Curlew and other shorebirds in the project area, obtain latest advice to inform development of educational materials and video	Project administration and governance	Number hours (non grant funded)		1 Number
			Number of grant funded consultants/contractors		5 Number
			Number of grant funded staff		1 Number
			Number of hours (volunteers)		25 Number
			Number of hours (grant funded consultants/contractors)		0 Number
			Number of hours (grant funded)		21 Number
			Number of non grant funded staff		0 Number
			Number of volunteers		0 Number

No.	Milestone	Activities	Activity Type	Measure	Expected Output	Unit
2	Implement results of Research and Testing phase	Promote the community events, volunteer opportunities and awareness of shorebird and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	Promoting the project	No. of items delivered to promote the project		6 Number
				Number hours (non grant funded)		10 Number
				Number of grant funded consultants/contractors		0 Number
				Number of grant funded staff		1 Number
				Number of hours (volunteers)		10 Number
				Number of hours (grant funded consultants/contractors)		70 Number
				Number of hours (grant funded)		70 Number
				Number of non grant funded staff		1 Number
				Number of volunteers		2 Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
2	Produce the final version of Bushstone Curlew video. Set up systems to gather data on number of views and comments in social media.	Developing educational products / resources	No. developed & distributed		1 Number
			Number hours (non grant funded)		0 Number
			Number of grant funded consultants/contractors		1 Number
			Number of grant funded staff		1 Number
			Number of hours (volunteers)		0 Number
			Number of hours (grant funded consultants/contractors)		20 Number
			Number of hours (grant funded)		35 Number
			Number of non grant funded staff		0 Number
			Number of volunteers		0 Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
3	Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in Bushstone Curlew habitat restoration activities.	Delivering awareness raising events and training	No. of events		4 Hours worked
			No. of participants / attendees	160	Number
			Number hours (non grant funded)	8	Number
			Number of grant funded consultants/contractors	2	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	12	Number
			Number of hours (grant funded consultants/contractors)	6	Number
			Number of hours (grant funded)	40	Number
			Number of non grant funded staff	4	Number
			Number of volunteers	10	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
4	Promote the awareness raising and education video on Bushstone Curlew through local Council newsletter, Landcare networks, local media. Gather data on number of views, feedback	Measuring reach (Mandatory)	Individuals known to have been reached	2000	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
5	Conduct survey of pet owners to determine rate of uptake of responsible pet ownership behaviours, compare with milestone 1 data	Capturing behaviour change actions	Brief description of behaviour change reported / observed	Pet owners controlling domestic animals	Free Text
			No. of individuals adopting positive environmental action	200	Number
			No. of target organisations adopting positive environmental action	0	Number
			Number hours (non grant funded)	0	Number
			Number of grant funded consultants/contractors	0	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	0	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of hours (grant funded)	35	Number
			Number of non grant funded staff	0	Number
			Number of volunteers	0	Number

Tip - while this activity type is not mandatory, "capturing behaviour change" should be regarded as a fundamental element of any education project.

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Hold Shorebird field day on one of the participating properties 6 inviting the local community to take part in educational talks about Bushstone Curlew.	Delivering awareness raising events and training	No. of events		1 Hours worked
			No. of participants / attendees	40	Number
			Number hours (non grant funded)	16	Number
			Number of grant funded consultants/contractors	0	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	20	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of hours (grant funded)	21	Number
			Number of non grant funded staff	4	Number
			Number of volunteers	5	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Collate evidence of work from milestone 2, conduct evaluation, 7 consider any changes needed for milestone 3, submit milestone report to Trust	Project administration and governance	Number hours (non grant funded)	4	Number
			Number of grant funded consultants/contractors	0	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	8	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of hours (grant funded)	21	Number
			Number of non grant funded staff	8	Number
			Number of volunteers	5	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
	Produce responsible pet ownership Fact Sheets, promote 8 alternative locations for dog walking on social media	Developing educational products / resources	No. developed & distributed	2	Number
			Number hours (non grant funded)	5	Number
			Number of grant funded consultants/contractors	0	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	0	Number
			Number of hours (grant funded consultants/contractors)	0	Number
			Number of hours (grant funded)	35	Number
			Number of non grant funded staff	2	Number
			Number of volunteers	0	Number

No. Milestone
 3 Ensure long term outcomes from project

No.	Activities	Activity Type
1	Conduct survey of pet owners to determine rate of uptake of responsible pet ownership behaviours, compare with milestone 1 data	Capturing behaviour change actions

Measure	Expected Output	Unit
Brief description of behaviour change reported / observed	Pet owners controlling domestic animals	Free Text
No. of individuals adopting positive environmental action	200	Number
No. of target organisations adopting positive environmental action	0	Number
Number hours (non grant funded)	0	Number
Number of grant funded consultants/contractors	0	Number
Number of grant funded staff	1	Number
Number of hours (volunteers)	0	Number
Number of hours (grant funded consultants/contractors)	0	Number
Number of hours (grant funded)	35	Number
Number of non grant funded staff	0	Number
Number of volunteers	0	Number

Tip - It's recommended that you have "capturing behaviour change" in at least two milestones, so you can gather data and compare the rate of uptake of the behaviours you are promoting.

No.	Activities	Activity Type
2	Promote community events, volunteer opportunities, pet ownership, awareness of shorebird habitat through local print and radio media, websites, flyers etc.	Promoting the project

Measure	Expected Output	Unit
No. of items delivered to promote the project	5	Number
Number hours (non grant funded)	0	Number
Number of grant funded consultants/contractors	0	Number
Number of grant funded staff	1	Number
Number of hours (volunteers)	0	Number
Number of hours (grant funded consultants/contractors)	0	Number
Number of hours (grant funded)	35	Number
Number of non grant funded staff	0	Number
Number of volunteers	0	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit			
3	Carry out survey to determine effectiveness of Bushstone Curlew video as tool for increasing number of volunteers attending Landcare events	Developing educational products / resources	No. developed & distributed	1	Number			
			Number hours (non grant funded)	0	Number			
			Number of grant funded consultants/contractors	1	Number			
			Number of grant funded staff	0	Number			
			Number of hours (volunteers)	0	Number			
			Number of hours (grant funded consultants/contractors)	75	Number			
			Number of hours (grant funded)	0	Number			
			Number of non grant funded staff	0	Number			
			Number of volunteers	0	Number			
			4	Survey participating landholders to gather data on properties being managed for conservation and understand what support they will need after the project concludes	Social research and testing	Number hours (non grant funded)	0	Number
						Number of grant funded consultants/contractors	0	Number
Number of grant funded staff	1	Number						
Number of hours (volunteers)	0	Number						
Number of hours (grant funded consultants/contractors)	0	Number						
Number of hours (grant funded)	70	Number						
Number of non grant funded staff	0	Number						
Number of volunteers	0	Number						
5	Hold final planting and weeding events in 5 locations. Liaise with local landcare groups to obtain data on increase in attendance at events, understand and plan for future training needs	Delivering awareness raising events and training				No. of events	5	Hours worked
						No. of participants / attendees	200	Number
						Number hours (non grant funded)	12	Number
			Number of grant funded consultants/contractors	3	Number			
			Number of grant funded staff	1	Number			
			Number of hours (volunteers)	80	Number			
			Number of hours (grant funded consultants/contractors)	12	Number			
			Number of hours (grant funded)	140	Number			
			Number of non grant funded staff	3	Number			
			Number of volunteers	15	Number			

No.	Activities	Activity Type	Measure	Expected Output	Unit
6	Work with local Council and DPIE to conduct citizen science survey of nesting sites and carry out population count, compare data to data gathered in milestone 1	Organisations collaborating	No. of organisations actively collaborating on the project (community, government or business)	4	Hours worked
			No. of partners actively responsible for helping to guide and/or deliver the project (community, government or business)	4	Number
			Number hours (non grant funded)	20	Number
			Number of grant funded consultants/contractors	1	Number
			Number of grant funded staff	0	Number
			Number of hours (volunteers)	5	Number
			Number of hours (grant funded consultants/contractors)	10	Number
			Number of hours (grant funded)	35	Number
			Number of non grant funded staff	4	Number
			Number of volunteers	15	Number

No.	Activities	Activity Type	Measure	Expected Output	Unit
7	Collate all data for final report, conduct independent audit, submit final report to Trust	Project administration and governance	Number hours (non grant funded)	0	Number
			Number of grant funded consultants/contractors	1	Number
			Number of grant funded staff	1	Number
			Number of hours (volunteers)	0	Number
			Number of hours (grant funded consultants/contractors)	3	Number
			Number of hours (grant funded)	35	Number
			Number of non grant funded staff	0	Number
			Number of volunteers	0	Number

Project Budget

No	Milestone	Activities	Budget Description	Grant	Cash	In-Kind	Total	
1 Research and Testing phase / pilot workshops								
No		Activities	Budget Description	Grant	Cash	In-Kind	Total	
1		Project planning - consider project overview, review workplan and budget, call for quotes in line with NSW Government Procurement policy, recruit project officer	GRANT: Recruitment advertisement costs IN KIND: 5 volunteers total 20 hrs @ 30/hr, (\$3000), recruitment advertising costs \$500		\$500	\$0	\$3,500	
2		Carry out research via interviews with pet owners to understand their needs and drivers of undesirable behaviours, supported by a targeted questionnaire to gather benchmark data on pet control	GRANT: Contractor 70 hours: @ \$60/hr Consultant to advise on survey design \$1,000 IN KIND: 5 volunteers 20hrs ea @ \$30 hrs each		\$4,200	\$0	\$3,000	
3		Develop Communications Plan. Issue survey thru Council newsletter inviting owners of coastal properties to participate.						
3		Gather data on community attitudes to managing properties for conservation	GRANT: Contractor 20 hours @ \$60.00, (\$1,200), Project Officer 35 hours @ \$60 (\$2,100)		\$3,300	\$0	\$0	
4		Liaise with Key Collaborators, all local Landcare groups, Local Council and Local Land Services to help with educational content and volunteer strategy	GRANT: Project Officer 70 hours @ \$60 (incl on-costs) IN KIND: 3 volunteers 5hrs each (15), Council, DPIE, LLS & Landcare Co-ord staff 5 hrs each(20) total \$1050		\$4,200	\$0	\$1,050	
5		Hold community events in 3 locations around the LGA to educate community about shorebird habitat & protection of species, pet ownership, and hold community planting / weeding events	GRANT: Proj Officer 35 hrs @ \$60 (incl oncosts) \$2100, materials (plants, herbicide, PPE etc) \$1000, event costs \$500 ea x 6 (\$3000)					
6		Promote the community events, volunteer opportunities and awareness of shorebird and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	Speakers from XYZ university for 3 events total \$1500, Ecologist for 3 events \$1000 IN KIND: DPIE/LLS/Council staff time 12 hrs, (\$720) 10 volunteers 60 hrs @ \$30/hr (\$1800)		\$8,600	\$0	\$2,520	
6			GRANT: Project Officer 140 hours @ \$60/hr IN KIND: Council staff 3 hours		\$8,400	\$0	\$180	
7		Produce video to document nesting and foraging behaviours of Bushstone Curlew and it's habitat., seek community feedback on the draft prior to production and publication of final version	GRANT: videographer quote \$5,000, project officer 140 hours \$3,600, IN KIND: Expert advice DPIE 3 hours @ \$60		\$8,600	\$0	\$180	
8		Develop web pages and social media communications strategy to promote project participation, and promote messages around responsible pet ownership.	GRANT: Project Officer 35 hours @ \$60/hr (\$2,100) contractor to assist with development of media (\$1000) , IN KIND Council staff to assist with web design 10 hours @ \$60/hr		\$2,100	\$0	\$600	
9		Conduct evaluation of milestone 1, consider any changes needed to the workplan, gather monitoring data, submit progress report to Trust			\$1,260	\$0	\$0	
10		Obtain baseline data from DPIE on annual mortality for Bushstone Curlew and other shorebirds in the project area, obtain latest advice to inform development of educational materials and video	GRANT: Project Officer 21 hours @ \$60/hr		\$1,260	\$0	\$0	
			GRANT: Project Officer 25 hrs @ \$60/hr IN KIND: DPIE Staff 5 hours @ \$60/hr		\$1,500	\$0	\$300	
				Total:	\$42,660	\$0	\$11,330	\$53,990

Use headings to clarify what Trust funds will be used for, and to describe the source of any external funding. Provide enough detail to make it clear how Trust funds will be spent.

Make sure these hours match what you entered in the project measures.

Tip - assign no more than 70% of total grant funds to Milestone 1. This is consistent with testing your model and rolling it out more broadly in later milestones

Under this proposed budget, the first instalment of the grant will be \$28,360

No	Milestone	Activities	Budget Description	Grant	Cash	In-Kind	Total
2 Research and Testing phase							
No		Activities	Budget Description	Grant	Cash	In-Kind	Total
1		Promote the community events, volunteer opportunities and awareness of shorebird and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	GRANT: Proj Officer 70 hrs (\$4200) IN KIND: Council staff (website) 10 hours @ \$60/hr, 2 volunteers for interviews, assistance with materials 10 hrs @ \$30 (\$300)		\$4,200	\$0	\$900
2		Produce the final version of Bushstone Curlew video. Set up systems to gather data on number of views and comments in social media.	GRANT: Project Officer 35 hours @ \$60/hr, videographer \$2,000		\$4,100	\$0	\$0
3		Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in Bushstone Curlew habitat restoration activities.	GRANT: Proj Officer 40 hours @ \$60/hrs (\$4,200), guest speaker fees for 2 events \$1000, Welcome to Country \$1500 CASH CONTBTN: Council to fund purchase of plants, PPE IN KIND DPIE/Council Speakers 8 hours @ b\$60/hr (\$480) Use of Council amenities \$5800)		\$6,700	\$1,500	\$1,280
4		Promote the awareness raising and education video on Bushstone Curlew through local Council newsletter, Landcare networks, local media. Gather data on number of views, feedback			\$2,100	\$0	\$0
5		Conduct survey of pet owners to determine rate of uptake of responsible pet ownership behaviours, compare with milestone 1 data	GRANT: Project Officer 35 hrs @ \$60/hr		\$2,100	\$0	\$0

6	Hold Shorebird field day on one of the participating properties inviting the local community to take part in educational talks about Bushstone Curlew.	GRANT: Project Officer 21 hours @ \$60/hr (\$900), handouts, consumables \$200, IN KIND: 4 Staff DPIE, LLS etc 16 hours @ \$60/hr (\$960), 5 volunteers 20 hours @ \$30/hr (\$600)	\$1,260	\$0	\$1,560	\$2,820
7	Collate evidence of work from milestone 2, conduct evaluation, consider any changes needed for milestone 3, submit milestone report to Trust	GRANT: Project Officer 21 hours @ \$60 hrs IN KIND: 4x staff 2 hours each @60/hr, (\$480) 5 volunteers 2 hrs each @ \$30/hr (\$300)	\$1,260	\$0	\$780	\$2,040
8	Produce responsible pet ownership Fact Sheets, promote alternative locations for dog walking on social media	GRANT: project officer 35 hours IN KIND Council staff input, promotion on website	\$2,100	\$0	\$500	\$2,600
Total:			\$23,820	\$1,500	\$5,020	\$30,340

Under this proposed budget, the second instalment of the grant will be \$14,600

No	Milestone	Budget Description	Grant	Cash	In-Kind	Total
3	Ensure long term outcomes from project					
No	Activities	Budget Description	Grant	Cash	In-Kind	Total
1	Conduct survey of pet owners to determine rate of uptake of responsible pet ownership behaviours, compare with milestone 1 data	GRANT: project officer 35 hours	\$2,100	\$0	\$0	\$2,100
2	Promote community events, volunteer opportunities, pet ownership, awareness of shorebird habitat through local print and radio media, websites, flyers etc.	GRANT: project officer 35 hours	\$2,100	\$0	\$0	\$2,100
3	Carry out survey to determine effectiveness of Bushstone Curlew video as tool for increasing number of volunteers attending Landcare events	GRANT: Independent contractor to design survey and carry out phone interviews with new participants	\$7,500	\$0	\$0	\$7,500
4	Survey participating landholders to gather data on properties being managed for conservation and understand what support they will need after the project concludes	GRANT: Project officer 70 hours GRANT: Proj Officer 140 hrs @ \$60 (incl oncosts) \$8400, materials (plants, herbicide, PPE etc) \$4500, event costs \$300 ea x 6 (\$1800)	\$4,200	\$0	\$0	\$4,200
5	Hold final planting and weeding events in 5 locations. Liaise with local landcare groups to obtain data on increase in attendance at events, understand and plan for future training needs	Speakers from XYZ university for 3 events \$1500, Ecologist for 3 events \$1000 IN KIND: DPIE/LLS/Council staff time 12 hrs @ \$60/hr (\$720), 15 volunteers 80 hrs @ \$30/hr (\$2400)	\$17,200	\$0	\$3,120	\$20,320
6	Work with local Council and DPIE to conduct citizen science survey of nesting sites and carry out population count, compare data to data gathered in milestone 1	GRANT: Proj Officer 35 hrs @ \$60 (incl oncosts), Ecologist 2 days (\$2000), IN KIND: 4 staff (DPIE, LLS etc) 20 hours @ \$60 ea (\$1800), 5 volunteers 15 hours @ \$30/hr (\$450)	\$4,100	\$0	\$2,250	\$6,350
7	Collate all data for final report, conduct independent audit, submit final report to Trust	GRANT: Project Officer 35 hours @ \$60 (\$2100); Independent audit \$1,000	\$3,100	\$0	\$0	\$3,100
Total:			\$40,300	\$0	\$5,370	\$45,670
Overall Total:			\$106,780	\$1,500	\$21,720	\$130,000

Tip: Community groups should allow around \$1,000 for their final independent financial audit

Under this proposed budget, the final instalment of the grant will be \$23,100. Total grant \$66,060

Tip: Developing a communication plan may help you to consider what behaviour changes you want to promote and then measure through your project.

* Communications Plan Template

Stakeholder	Impact of the project on this stakeholder	Target message	Frequency / Proposed date	Communication method	Evaluation method to determine effectiveness
E.g. Trail bike riders	Blocking tracks will limit access for riders	Riding through the bush is damaging native plants, causing erosion and scaring native animals away from food sources	Start in Feb 2022 - ongoing	Signage on site Local media Dirt Bike' magazine	Visual observation (counts) Pre, during and post rider interviews