## **Environmental Enhancement Fund**

**Project Completion Report**

**Due Date**

**Received**

### This form is available from Bay of Plenty Regional Council by calling 0800 884 880) or down load from www.boprc.govt.nz

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| --- | --- | --- | --- |
| **Project Group** |  | **Project no**. |  |
|  |  |  |  |
| **Project Description** |  | | |
|  |  |  |  |
| **Project Group Address** |  |  |  |

*Please correct contact details if necessary.*

**Financial accountability: have you accounted for all project expenditure?** Check the attached income and expenditure summary and provide invoices and or receipts for any unaccounted expenditure.

**What was the project group’s contribution?** Hours of labour, money, materials etc

**Were there any other contributors?**

|  |  |
| --- | --- |
| **Who** | **What did they contribute?** Hours of labour, money, materials etc |
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**Outcomes and activities based on the application project plan** *Please include maps and or photographs to show the work you have done.*

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| --- | --- | --- | --- |
| **Outcome 1** *(what did you set out to achieve?)* | **Method** *(how did you do It?)* | **Start Date** | **Finish Date** |
|  |  |  |  |
| **Activities** *(list what you did)* |  |  |  |
|  |  |  |  |
| **Monitoring** *(what outcome did you achieve? I.e. what was the % of plant/animal pest eradication or % feedback from environmental education participants? Please attach supporting documentation).* | |  |  |
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| **Outcome 2** *(what did you set out to achieve?)* | **Method** *(how did you do It?)* | **Start Date** | **Finish Date** |
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| **Activities** *(list what you did)* |  |  |  |
|  |  |  |  |
| **Monitoring** *(what outcome did you achieve? I.e. what was the % of plant/animal pest eradication or % feedback from environmental education participants? Please attach supporting documentation).* | |  |  |
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| **Outcome 3** *(what did you set out to achieve?)* | **Method** *(how did you do It?)* | **Start Date** | **Finish Date** |
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| **Activities** *(list what you did)* |  |  |  |
|  |  |  |  |
| **Monitoring** *(what outcome did you achieve? I.e. what was the % of plant/animal pest eradication or % feedback from environmental education participants? Please attach supporting documentation).* | |  |  |
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| **Outcome 4** *(what did you set out to achieve?)* | **Method** *(how did you do It?)* | **Start Date** | **Finish Date** |
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| **Activities** *(list what you did)* |  |  |  |
|  |  |  |  |
| **Monitoring** *(what outcome did you achieve? I.e. what was the % of plant/animal pest eradication or % feedback from environmental education participants? Please attach supporting documentation).* | |  |  |
|  | |  |  |

1. **Who has participated in the project? Include your group, volunteers and the public.**

|  |  |  |
| --- | --- | --- |
| Who? State individuals or groups | ***how many***  ***people*** | What did they do? |
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|  |  |  |
| **Total** |  |  |

1. **Note any special events like public planting days, brochure launches or site openings**

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| --- | --- | --- |
| Event | ***how many***  ***people*** | What did they do? |
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|  |  |  |
| **Total** |  |  |

1. What public awareness has there been about the project i.e. media coverage, newsletter items, public presentations? Attach copies.

1. **Were there any changes in project implementation from your application?** *(Include changes such as area/species covered as compared to target area/species in application, outcomes, or activities planned but not carried out and any budget changes)***Were the changes approved by Bay of Plenty Regional Council?**

1. **Have any problems occurred?** *(With the project, Health and Safety, us* ***and*** *how they were overcome)*

1. **What ongoing project maintenance is required and how will it be carried out?** *(Include who will be responsible to carry it out and planned schedule of works)*

1. **Did the group think the project was worthwhile and successful?**

1. **Is there anything else you’d like to tell us about the project?**

**Please attach the following to your report when applicable.**

1. **Planting lists** detailing the species planted, grades used and numbers planted.
2. **Trap capture or species monitoring tables or graphs** to support your monitoring results.
3. **Maps** indicating plant pest eradication areas, planting restoration areas etc.
4. **Consultation and responses** for environmental education projects e.g. interpretation panels.
5. **Photographs** pictures can tell 1000 words! Before and after photos allow for a comparison.
6. **Photopoints** did your contract require you to set up photopoints (selected points where photographs are taken at regular dates)? Where a project will have an incremental change over a long term e.g. pest plant eradication or planting restoration, it is advisable to set up photopoints. Photopoints are a useful tool for recording changes in vegetation. The first photo date should be pre-project implementation if possible. Use clear headings describing the location and direction the photograph has been taken. It is often worthwhile to plot the points where the photos have been taken on a map for clear interpretation.

*Please provide this completion report to Bay of Plenty Regional Council in electronic format where possible email* [*eefund@boprc.govt.nz*](mailto:eefund@boprc.govt.nz)

***Thanks for working towards a better environment***

***Keep it up, our environment needs you!***