

Grassroots Grants – successful grantee information

This factsheet provides information for successful Grassroots Grant applicants on key project delivery requirements.

Contact officers

You have been assigned a contact officer from Green Adelaide. They will provide support and guidance to you throughout your project and check in with you periodically on your progress. You can contact them with any questions.

Grants Team

The Green Adelaide Grants Team can support you throughout your project delivery. Please contact the team for queries about:

- reporting
- variations
- technical assistance with the SmartyGrants system.

Variations

During the delivery of your project, you may need to request a variation. A variation could be on the time, budget or scope of the project. Examples include:

- extension of the project end date
- budget reallocation to another budget line or item
- change to project locations
- change to project activities.

An extension will only be offered up to 6 months at a time. A total of 3 extensions will be allowed, totalling 18 months.

Variation requests need to be submitted within SmartyGrants by filling out the 'Variation Request Form'. It is a quick form for you to let us know the variation you are seeking, along with key details. **Variation requests must be submitted at least one month before the proposed date of effect.**

The Grants Team will endeavour to contact you about the outcome within 2 weeks of receiving the request and may contact you for further information.

Reporting

Progress reports

Progress reports are required every 6 months. There is a template within SmartyGrants with some basic questions on your project and a budget table for you to fill out.

The progress report is a short update on how you are going with your project, and shouldn't be too onerous. It should include the following:

- How the project is progressing and any challenges.
- Any plans for future variation requests.
- Progress of key activities achieved to date e.g. 100 plants planted.
- Budget table – detail of expenditure to date, and how much funding is remaining/ yet to be spent.
- Supporting documents – it's also helpful to upload photos to show the work undertaken so far.

Final report

A final report needs to be submitted at the project end date. It is important that this final report includes the following:

- How the project met its key achievements and serviced the community.
- Detail of any challenges and how these were overcome.
- Detail of any partners involved.
- How the project will be maintained into the future.
- Key activities – e.g. number of plants planted, number of species planted, number of events held etc.
- Budget table filled out with expenditure and cash contributions.
- Supporting documents:
 - Invoices for **ALL EXPENDITURE** must be provided.
 - Photographs and/or videos of activities and outcomes (e.g. before, progress and after photos).
 - Contractor report (if applicable).
 - Maps of work undertaken.

Any unspent grant funds will be required to be repaid to Green Adelaide.

Contact us

T: 7424 5760

E: DEW.GreenAdelaideGPP@sa.gov.au

greenadelaide.sa.gov.au

Grassroots Grants Round 6 Grant Reporting Requirements

Each grant recipient is required to report on the activities of the project and the outputs achieved.

Type of activity	Examples of activities	Outputs to be included
Planting	<ul style="list-style-type: none"> • Verge plantings • Planting in parks/reserves/national parks • Planting around infrastructure/facilities • Advanced trees - if for instant cooling benefits 	<ul style="list-style-type: none"> • Total area planted (m²) • Number of plants
Water Management	<ul style="list-style-type: none"> • Erosion control along natural watercourses • Installation of raingardens 	<ul style="list-style-type: none"> • Number of structures installed • Area (ha) of restoration
Seed collection and propagation	<ul style="list-style-type: none"> • Collecting seeds/cuttings • Propagating seeds/cuttings 	<ul style="list-style-type: none"> • Number of plants propagated • Number of species collected/ propagated
Site preparation	<ul style="list-style-type: none"> • Mulching, watering, plant guards • Earthworks • Removal of hard surfaces 	<ul style="list-style-type: none"> • Area (m2) of site preparation
Habitat creation/ enhancement	<ul style="list-style-type: none"> • Installation of nesting boxes • installation of bee hotels 	<ul style="list-style-type: none"> • Number of structures installed
Controlling pest plants and animals	<ul style="list-style-type: none"> • Weed control by contractor • Spraying of weeds • Fox control 	<ul style="list-style-type: none"> • Total area controlled (ha)
Controlling access	<ul style="list-style-type: none"> • Fencing to prevent access to sensitive habitats 	<ul style="list-style-type: none"> • Length of fencing (m) • Area protected by fencing (ha)
Engagement - Aboriginal/ Community	<ul style="list-style-type: none"> • Workshop/field day • Cultural burns • Consultation on the project with Traditional Owners • Conference/seminar presentation 	<ul style="list-style-type: none"> • Number of events/activities • Number of attendees
Design/Plan	<ul style="list-style-type: none"> • Developing management plan • Developing site plan • Engineering reports 	<ul style="list-style-type: none"> • Number of plans
Surveys	<ul style="list-style-type: none"> • Fauna survey • Flora survey • Water quality survey 	<ul style="list-style-type: none"> • Number of fauna surveys conducted • Number of flora surveys conducted • Number of water quality surveys conducted
Communication materials	<ul style="list-style-type: none"> • Newsletter • Reports • Signage • Online materials • App development • Social media posts • Educational 	<ul style="list-style-type: none"> • Number of educational & promotional materials
Volunteers	<ul style="list-style-type: none"> • Volunteering is time willingly given in delivering the project without financial gain. 	<ul style="list-style-type: none"> • Number of volunteers • Number of volunteer hours