Caring for our Country

Community Environment Grants Project MERI Plan Template

The purpose of this Project MERI plan (once completed) is to ensure that the individual project outcomes and activities to be delivered as part of the Community Environment Grants Program are clear. The Project MERI Plan also ensures that appropriate monitoring approaches are in place to help monitor progress, ensure accountability of achievements, and to support an adaptive management approach. Data and information reported as set out in this MERI Plan will also assist the Australian Government to report on achievements including the Key Performance Indicators as set on in the Sustainable Environment Program MERI Plan.

This MERI template has been developed based on the principles and processes set out in:

- *The Monitoring, Evaluation, Reporting and Improvement Strategy – Caring for our Country and Biodiversity Fund (the MERI Strategy) -* **Completion of this MERI template will require that you are familiar with the concepts discussed in the Monitoring, Evaluation Reporting and Improvement Strategy – Caring for our Country and Biodiversity Fund**
- *Developing and Using Program Logic in Natural Resource Management – user guide*
- *NRM MERI Framework, Australian Government Natural Resource Management Monitoring Evaluation Reporting and Improvement Framework*

As noted above, to the extent possible this MERI Plan should be developed to align with the relevant Sustainable Environment Program MERI Plans – specifically the KPIs, where possible. To assist with this, the Guide to Measuring Project (immediate) Outcomes should be referred to when developing this plan.

These useful reference documents are available in the MERI toolkit on the Caring for our Country website: *www.nrm.gov.au*

Jargon Buster

SMART Statements - To help ensure the desired outcomes and activities to be undertaken are clear, this document asks that all outcomes and activities are expressed as 'SMART' statements. This means they are expressed in a Specific, Measurable, Attainable, Realistic, and Time bound way.

Project Outcomes – also known as 'intermediate outcomes'. Project Outcomes are the desired (or actual) results, or impacts of having undertaken the project.   Project Outcomes should be expressed as SMART Statements.

Project Activities (Outputs) – also known as 'immediate outcomes' or 'outputs' or 'deliverables'. Project Activities are the key activities to be delivered by the project. Project Activities should be expressed as SMART Statements.

Foundational Activities – these are the activities specific to the project that underpin successful planning and delivery of the Project Activities. This might include development of a strategic action plan; having relevant expertise in place; mapping priority locations; incorporating relevant plans; establishing baseline estimates of pest animal populations, or the development of training material.

PART 1

A) Project information

Project Details	
Project ID	PREFILLED BY DEPARTMENT as per funding deed
Project title:	PREFILLED BY DEPARTMENT as per funding deed
Organisation name:	PREFILLED BY DEPARTMENT as per funding deed
Community Group:	PREFILLED BY DEPARTMENT as per funding deed
Organisation Address	PREFILLED BY DEPARTMENT as per funding deed
Project Manager	PREFILLED BY DEPARTMENT as per funding deed
Total Project Value:	PREFILLED BY DEPARTMENT as per funding deed
Project Time Frame	PREFILLED BY DEPARTMENT as per funding deed

PART 2

Project Outcomes and project activities (program logic)

Use the simple program logic table below to set out how your project activities will contribute to the Caring for our Country outcomes.

Vision	An environment that is healthier, better protected, well-managed, resilient, and provides essential ecosystem services in a changing climate.	
Strategic Objective	*SELECT THOSE THAT APPLY:* • **Maintenance of ecosystem services, including ecological and cultural values, now and into the future** • **Protection of our conservation estate** • **Enhanced capacity of Indigenous communities to conserve and protect natural resources**	
Project Outcomes Longer Term	*INSERT A DESCRIPTION OF HOW THIS PROJECT WILL CONTRIBUTE TO THE CARING FOR OUR COUNTRY 5 YEAR OUTCOMES*	
Project Outcomes (intermediate outcomes)	*INSERT RELEVANT CARING FOR OUR COUNTRY INVESTMENT THEME*	*INSERT CORRESPONDING PROJECT OUTCOME These should be expressed as SMART statements*
	INSERT RELEVANT CARING FOR OUR COUNTRY INVESTMENT THEME	*INSERT CORRESPONDING PROJECT OUTCOME These should be expressed as SMART statements*
Project Activities (immediate outcomes)	*INSERT SPECIFIC ACTIVITIES THAT UNDERPIN THE PROJECT OUTCOMES AND THAT YOU HAVE BEEN CONTRACTED TO DELIVER. These should be expressed as SMART statements*	
Foundational Activities	*INSERT ACTIVITIES NEEDED AS PART OF THE PLANNING AND DELIVERY OF THE PROJECT ACTIVITIES*	

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PART 3

A) Monitoring and Evaluation

To help ensure you can demonstrate the achievements of your project, it is useful to identify and plan monitoring and evaluation activities to integrate into the project design and delivery. In the table below you should list the key activities or outcomes that you will monitor and evaluate so you can demonstrate progress and achievements. Identify the necessary monitoring needs and a description of how you will perform these.

Project activities and outcomes	Monitoring / evaluation activity	Responsibility
Insert aspects of the project to be monitored / evaluated	*What monitoring or evaluation activity will be undertaken and when?*	*Describe, when the monitoring / evaluation will be done, and by who. And how will results be reported?*
E.g. Effectiveness of weed control	*E.g.* *# ha controlled - GPS mapping of project site(s) (Mapping to include weed species, locations and density) - At commencement of works, then 6 monthly during follow up control works.* *Site Photopoint (s) data collection - At commencement of works, then 6 monthly.* *Site weed kill rates – 1 month post treatment, then Apr and Nov each year.*	*Works undertaken by Project Manager.*
INSERT ROWS AS NECESSARY		

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B) Reporting, and Improvement

Reporting on your project is important for sharing ideas, results and lessons learned, as well as encouraging support and interest in NRM and biodiversity conservation. It can also be an important way to identify and implement improvements. In the table below list the planned reporting activities associated with your project and who will be responsible for identifying and integrating improvements.

Reporting Activity	When, and By who?
What reports are planned for / required?	*Who is responsible for ensuring the report is delivered and that and follow-up activities or improvements are integrated in to the project?*