Instructions

IMPORTANT: Please read information below to assist you in completing your report online.

BEFORE YOU BEGIN

Welcome to the Aboriginal Ranger Program online grant reporting service, powered by SmartyGrants.

You may begin anywhere in this form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact the ARP administration team at arp_admin@dbca.wa.gov.au and quote your application number.

If you need more help using this form, download the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQ's)

NAVIGATING (MOVING THROUGH) THE FORM

On the right hand side of every screen, there is a box which links directly to every page of the form. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the form.

SAVING YOUR DRAFT FORM

If you wish to leave a partially completed form**,** press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any reports you have started or submitted. You can reopen your draft report and start where you left off.

You can also download any report, whether draft or completed, as a PDF. Click on the 'Download' button at the top of the Review and Submit section.

SUBMITTING YOUR FORM

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your form before you can submit it.

Once you have reviewed your form you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your form until all the compulsory questions are completed.

Once you have submitted your report, no further editing or uploading of support materials is possible.

When you submit your report, you will receive an automated confirmation email with a copy of your submitted report attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your report. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar. You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a

maximum of 5MB – the larger the file, the longer the upload time. If you are not able to upload a document, please contact us for support (see contact details above).

COMPLETING AN APPLICATION IN A GROUP/TEAM

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

SPELL CHECK Most internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in – you can switch this function on or off by adjusting your browser settings.

Report details

* indicates a required field

Reporting period

This report covers the period July 1 to December 31, 2021. Please record these dates unless your project started later or finished earlier than these dates.

From	To
Must be a date.	Must be a date.

Report details

Due date of report

Must be a date.
See the 'Payments' table in Schedule 4 of your funding agreement for the due date of the relevant report. If you were granted an extention by DBCA, please put in the approved new date for submission.

Project details

Project Title *

This question is read only.

July - December Project Activity Report

* indicates a required field

Instructions

This section allows the Department to assess your progress in delivering the Project's activity and targets for this year, categorised according to the Program outcomes.

ACTUAL DELIVERY

Only tick the 'completed' box if you have finished the activity as it is described. If you have made some progress towards it, but it is not finished, tick the 'partially completed' box and then describe what progress you have made. For activities that occur each year (i.e. ongoing activities), tick the completed box if you have met the expected output as it is described for that year

DETAILS AND VARIANCE

Provide detail of the activity that was undertaken, and any variance from what you had planned. Sufficient detail needs to be provided here to allow the department to assess whether the activity has been completed or not

Include details of where, when and what was done, and which parties were involved. If the activity is linked to or implementing a specific management plan, this should be stated. If you could not complete the activity, you need to explain what your next steps will be.

ACTIVITIES NOT LISTED IN YOUR PROJECT PLAN

At the end of the page you can list other activities which you may have undertaken with ARP funding that was not planned for within your Project Plan.

You will also need to complete issues/delays and media/promotion details.

SUPPORING INFORMATION, EVIDENCE AND PHOTOS SHOULD BE PROVIDED WHERE POSSIBLE. You may upload attachments at the bottom of this page.

Enhanced protection of cultural values

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Enhanced protection of cultural values' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	Status	Detail and variance
	Select most appropriate choice	

Improved weed management

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Improved weed management' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	Status	Details and variance 1
	Select most appropriate choice	

Improved feral animal management

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Improved feral animal management' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	Status	Details and variance
	Select most appropriate choice	

Improved soil and vegetation management

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Improved soil and vegetation management' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	Status	Details and variance
	Select most appropriate choice	

Improved fire management

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Improved fire management' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	Status	Details and variance

	Select most appropriate choice	

Improved native plant and animal management

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Improved pland and animal management' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	**Status**	**Details and variance**
	Select most appropriate choice	

Enhanced visitor infrastructure and asset management

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Enhanced visitor infrastructure and asset management' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	**Status**	**Details and variance**
	Select most appropriate choice	

Strengthened capacity of organisations to facilitate and provide a range of services enabling ongoing employment and income generation opportunities

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Strengthened capacity...' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	**Status**	**Details and variance**

	Select most appropriate choice	

Enhanced cross-cultural engagement and exchange between Aboriginal people, the broader community and Government

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Enhanced cross-cultural engagement and exchange...' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activities and targets	Status	Details and variance
	Select most appropriate choice	

Ranger training, capacity building and skills development

Please copy this year's targets and activity **exactly** as they appear in your Project Plan under 'Ranger training, capacity building and skills development' into the table below (add more rows if necessary). Then confirm that these goals have been achieved.

Leave blank if you do not have any deliverables under this outcome.

2021-22 planned activity and targets	Status	Details and variance
	Select most appropriate choice	

Other activities

If you undertook other activities which are additional to those listed above, please list them here (add more rows if necesssary).

What extra acitivities were undertaken in this period?	Which outcome is this activity related to?
What activity did you undertake, what was delivered, how this was measured, and how this fits within your existing Project Budget	Please select the most relevant outcome

If additional (other) activities were undertaken in this period, please provide reasons why

Project Status

Do you anticipate any problems with finalising the overall project within your contracted timeframe? *
☐ Yes ☐ No

Do you need to reallocate grant money to new or existing activities? *
☐ Yes ☐ No

If you responded YES to any of these questions, have you contacted the ARP Program team to discuss a variation to your contract? *
☐ Yes ☐ No ☐ Not applicable

Please detail who you spoke to and what the outcome was.

Do you believe that the project is on track? Can you foresee any problems with completing your Project milestones or your Project outputs (as set out in your funding agreement) on time? *

For example, issues related to staff changes, delays caused by weather events, or COVID-19. Describe any mitigating actions undertaken or planned.

Media and promotion

Please list any media and promotion done to promote the project.

What promotion was done in this period?Timing

For example, produce and distribute a newsletter.	For example, one off, quarterly.

Supporting information, evidence or photos

File uploads

Please upload any files relevant to project delivery here

Financial Report

* indicates a required field

Instructions

Please note, this a 6 month budget and the approved budget is usually a 12 month budget. Therefore, expenditure will normally be roughly half the annual budget at this stage. If this is the case, there is no need to explain variance. However, if you have spent much more or much less than half the annual budget, please explain why this is the case in variance.

ALL FIGURES MUST BE EXCLUDING GST

July - December 2021 budget report

Please insert the approved budget for the 2021-22 financial year *exactly* as it appears in your approved Project Plan (excl GST). Make sure you include all approved budget items, even if you did not make any expenditure against them in this period.

Budget item	2021-22 approved budget	Actual expenditure	Variance	Reason for variance
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
Do not select the same choice more than once	Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.	Explain variance here

What in kind leverage funding contributions did you receive in this period?

Income	Value ($)
Please list project partners providing funding, and a brief explanation of what service/product was provided.	Please list the value of their contribution
	$

	$
	$
	$
	$

What financial leverage funding contributions did you receive in this period?

Income	Value ($)
Please list project partners providing funding, and a brief explanation of what service/product was provided.	Must be a dollar amount.
	$
	$
	$
	$
	$

What additional income did you receive in this period?

Income source	Amount recieved ($)
For example, income from fee for service work.	
	$
	$
	$

Leverage and other funding totals in this period

Total financial contributions this period	Total in-kind contributions	Leverage Funding Total	Total Additional Income
$	$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Financial statement

Approved Annual Budget (exl GST) *

$

Must be a dollar amount.
Insert the value EXACTLY as it appears for this financial year under the Project Budget of your Funding Agreement (Schedule 4)

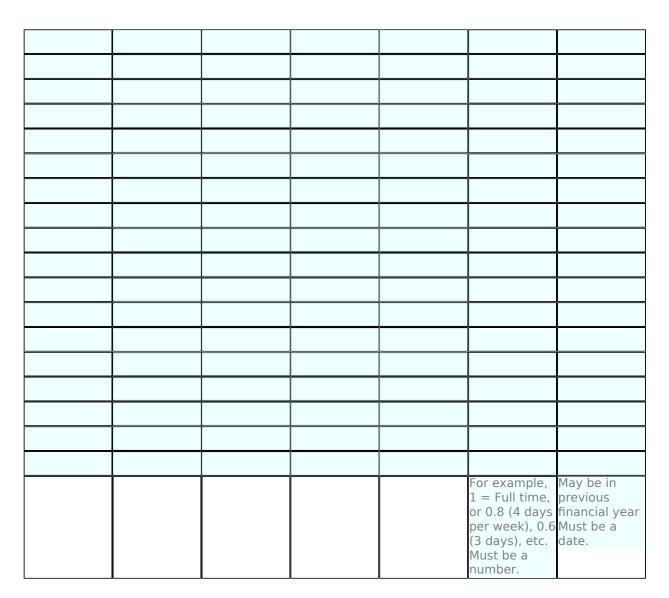**Approved carry forward from previous year**

$

Funding received this period *

$

This may differ to the annual budget, since we are only half way through the FY. Please state what funding has been received in your bank account.

Total funding available in this period *

$

This number/amount is calculated.

Total actual expenditure in this period *

$

This number/amount is calculated.

Funds available for next period *

$

This number/amount is calculated.
A positive figure denotes an underspend, a negative figure denotes an overspend.

Interest earned *

$

Financial acquittal declaration

To be completed by your Chief Financial Officer, CEO, or equivalent

I certify that the financial report contained in this form is a fair representation of the project's income and expenditure and is in accordance with the relevant books/source project documentation and is free from material mis-statement.

I declare that the financial statement has been verified/audited and that:

- I am appropriately qualified to sign off and have accounting/book keeping skills or experience, and
- I am an independent person who has not benefitted materially from this project, and
- I can confirm that the accounting/ book keeping systems and processes used by the project manager are appropriate and auditable, and
- I will be available to answer any queries in regard to the financial aquittal of this project.

I declare the above *
○ Yes

Name of CFO/CEO or equivalent *

Title	First Name	Last Name

Organisation *
Organisation Name

Position *

Date signed *

Must be a date.

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Supporting documents (optional)

If you would like to provide any other documentation related to finances please upload it here.

Files related to finances

Employment and Training Summary

* indicates a required field

This information is required so we can accuratley monitor employment outcomes and assess your employment expenditure. ALL QUESTIONS ARE MANDATORY.

FULL TIME means ongoing employees who worked 35 or more hours (five days) per week.

PART TIME means ongoing employees who worked at least 21 hours (equivalent to three days) but less than 35 hours per week.

CASUAL means non-ongoing employees who worked on an irregular or seasonal basis.

Full time and part time employees

Please list all full time and part time personnel funded by the ARP in the period of 1st July to 31st December 2021.

Employee name	Is this person of Aboriginal descent?	Gender	Position	Employment type	Full time equivalent (FTE)	Contract start date

					For example, 1 = Full time, or 0.8 (4 days per week), 0.6 (3 days), etc. Must be a number.	May be in previous financial year Must be a date.

Full time and part time totals

This should only reflect wages paid from ARP funding

Employment category	Total days worked in period	Total FT/ PT wages paid in period
	Must be a number.	Must be a dollar amount.
		$
		$
		$

Casual employees

Please provide details on all casual employees funded by the ARP in the period of 1st July to 31st December 2021

Employee name	Is this person of Aboriginal descent?	Gender	Position	No. hours worked	Contract start date	Total wages paid in period
						$
						$
						$
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						$
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				Must be a number.	May be in previous financial year Must be a date.	Must be a dollar amount.

Casual employees totals

Total number of casual employees that worked in this period

Must be a number.

Total hours worked

This number/amount is calculated.

Casual wages total

$

This number/amount is calculated.

Training Summary

Started or progressed training

How many Aboriginal rangers undertook some form of training? *

Must be a number.

How many Aboriginal coordinators undertook some form of training? *

Must be a number.

Out of the numbers above, how many Aboriginal people were women? *

Must be a number.

How many non-Aboriginal staff undertook some form of training? *

Must be a number.

Total number of staff who undertook some form of training *

This number/amount is calculated.

Completed training this period

How many Aboriginal rangers completed some form of training *

Must be a number.

How many Aboriginal coordinators completed some form of training? *

Must be a number.

Out of the numbers above, how many Aboriginal people were women? *

Must be a number.

How many non-Aboriginal staff completed some form of training? *

Must be a number.

Total number of staff who completed some form of training *

This number/amount is calculated.

Declaration

* indicates a required field

Authorised representative's declaration

I state that the information in this report and attachments is to the best of my knowledge true and correct. I will notify the Department of Biodiversity, Conservation and Attractions (Aboriginal Ranger Program) of any changes to this information and any circumstances that may affect this report.

I understand that the Aboriginal Ranger Program is subject to the *Freedom of Information Act 1982* and that information relating to this project is regarded as 'in the public domain'. Information regarding this project will be made available to the public on request except for parts that are considered confidential.

I understand and acknowledge the above *

○   Yes

Authorised representative *

Title	First Name	Last Name

Position *

Organisation *

Organisation Name

Date *

Must be a date.

Feedback (optional)

The ARP team is constantly looking to improve our SmartyGrants forms. If you have any constructive feedback which may help us, please let us know here.

Form feedback