

OUTCOMES, INDICATORS AND ACTIVITIES

Summarise the expected outcomes and indicators from your project proposal and explain the key activities carried out to achieve these. Provide specific, measurable outputs to demonstrate how you worked towards these outcomes. For example:



Field surveys

How many **individuals** of the focal species did you record?

What **type** of data did you record (e.g. direct sightings, tracks and scat, acoustic recordings, etc.)

Did you also collect environmental or morphological data?



Camera-trapping

How many camera traps did you deploy?

What was the total number of trap-nights?

How many images of the focal species were captured?

Were other threatened species captured in the images?



Habitat restoration

How many seedlings did you plant?

What is the **survival rate** (if known)? How will this be monitored?

Who was involved in planting seedlings?

What **area** of habitat has been or will be restored?



Interviews & surveys

How many people did you interview/surveys did you distribute?

Who were the **respondents** (fishers, farmers, hunters, local residents, village leaders, national park staff, etc.)?

What were your key findings?



Outreach and awareness-raising

How many events did you deliver, to how many people? What was the **gender** split?

What were the results and how did you evaluate these?

How many students did you reach at **how many** schools?



Threat analysis

How did you identify threats to the species or habitat?

What are the **key threats** you identified?

What conservation actions could be implemented to help mitigate these threats going forward?



CHALLENGES

We understand that projects often do not follow the predicted course, but knowledge of your experiences is valuable to us and others.

Be transparent about any activities you were unable to carry out during the course of the project and explain why.



Specific challenges could include:

- Severe weather restricting access to study sites
- Camera traps or other equipment being stolen
- Being unable to schedule workshops with all of the stakeholders
- Budget constraints leading to prioritising certain activities over others
- Laboratory work being delayed leading to incomplete data analysis



COMMUNITY AND STAKEHOLDER INVOLVEMENT

If local community members and other stakeholders were involved in your project, include details about **how many** people, **who** they were and **what** they did. For example:

- Local field guides aiding site navigation and logistics
- National park staff participating in training workshops
- Local students assisting data collection

Explain how this contributed towards local **capacity building**.

How was the project accepted by the local community and did their **perceptions** or engagement evolve over time?

Did members of the community benefit from your project in any other ways (e.g. generation of alternative income)?



BEHAVIOUR CHANGE

We know that behaviour change can take a long time and is difficult to measure during short projects, but if your expected outcomes included a change in stakeholder behaviour, any progress towards this is useful to include in your report. Record the change you have observed and how you have measured this. For example:

- Are farmers beginning to grow different crops to deter wildlife?
- Have fishers switched to sustainable fishing gear?
- Are tourists and local people disposing of waste more appropriately?

COMMUNICATIONS AND RESULTS DISSEMINATION

How have you or will you share findings, and with who?

1 Through formal or informal **meetings** with local communities



Via technical **reports** or meetings with other relevant stakeholders, such as park management, local authorities or policy makers

2

3 Preparing a **manuscript** to be published in a peer-reviewed journal



4 On **social media**, your institution's website, a blog page or in the media (include any links to articles or example posts)



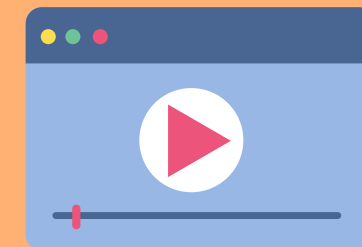
Talks or **presentations** at national or international conferences (which ones?)

5



OUTREACH MATERIALS

Provide details of any materials you developed (especially if they were included in your budget). This may be posters, banners, flyers, guides, social media campaigns, signage, infographics, videos, t-shirts, etc. Feel free to include pictures of these in your report, or send them via email.



IUCN SPECIES SURVIVAL COMMISSION (SSC)

We recommend that you establish contact with the relevant IUCN SSC Specialist Group. Please let us know which group is most relevant to your work and if you plan to share your findings with them.

CONSERVATION ACTION PLANS

If you plan to use your findings to contribute towards developing a new Conservation Action Plan, include this in your report.

GOING FORWARD

NEXT STEPS

If you are planning to continue this work, outline the important next steps and how these will build on the work already done. I.e. do you intend to conduct further surveys, expand to a wider area, incorporate more capacity building, develop an action plan, etc.?

FURTHER FUNDING

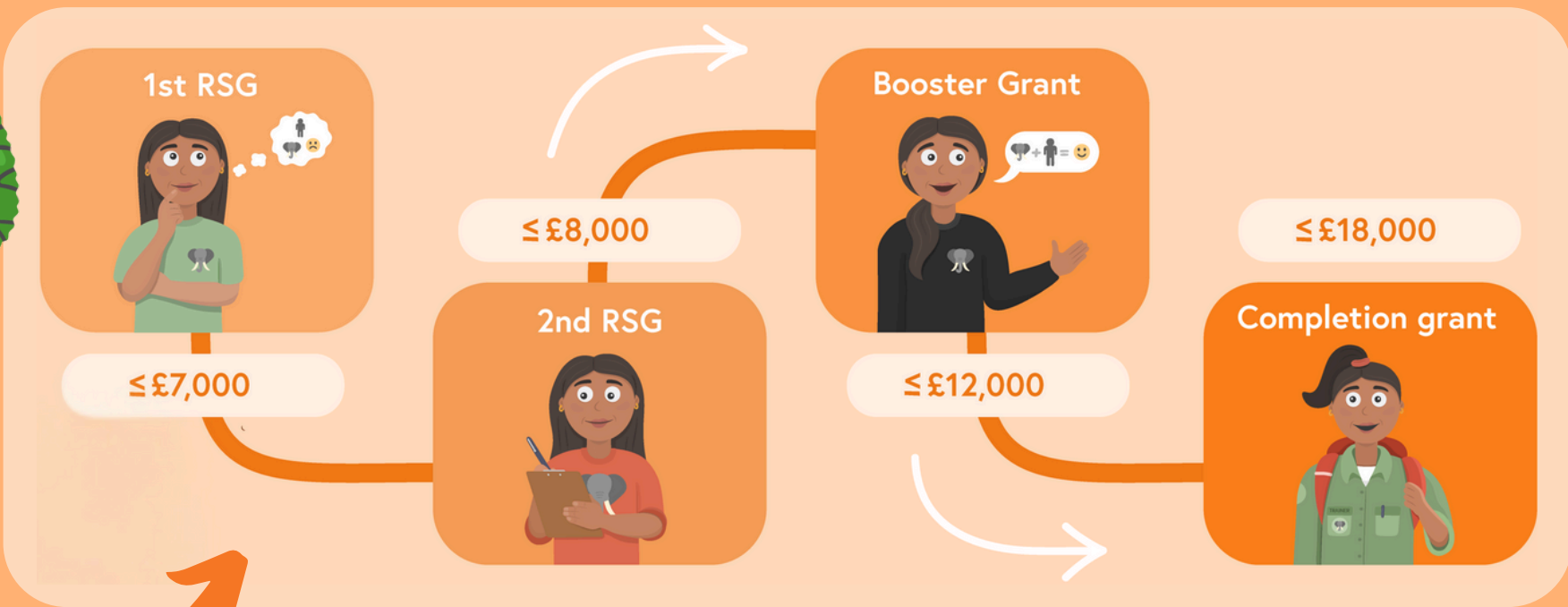
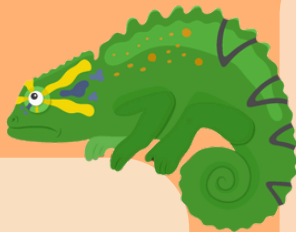
It is helpful to let us know if you are planning to apply for the next stage of Rufford funding. Alternatively, if you are aiming to apply for a grant from another funder (perhaps for a larger grant) let us know which doner/s.

GBF 2030 TARGETS

The Kunming-Montreal **Global Biodiversity Framework** has 23 action-oriented global targets for urgent action over the decade to 2030. A summary of each of these targets can be found on the Convention for Biological Diversity website at cbd.int/gbf/targets.



In your report, simply list the target or targets that your project addresses.



CONSERVATION CAPACITY AND CAREER PROGRESSION

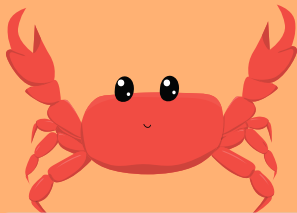
Let us know what experience, skills and qualifications you gained whilst carrying out this project. For example:

- Did you engage with stakeholders for the first time?
- Was this your first experience **leading** or managing a conservation project?
- Did you learn to use new **equipment** or spend more time in the field?
- Did your grant and report **writing skills** improve?
- Has it helped you to achieve academic qualifications?
- Perhaps you have been offered a **professional role** because of the skills you gained during the project?



BUDGET

When reporting the amounts spent during your project, be as accurate as possible – we understand small adjustments and reallocations may be required during the project, but please include explanations for any such adjustments.



Your reported budget might look something like this

Any large budget changes or reallocations (c. 10% of the grant amount) should be communicated to Rufford before the costs are incurred.

Item	Budgeted (£)	Spent (£)	Difference (£)	Explanation
Allowance for research assistants	900	945	45	We paid assistants an additional 8 days allowance for extra days in the field.
Field trip accommodation	1,300	1,460	160	We paid for 8 additional days of accomodation due to extended fieldwork.
Meals during field trips	980	1,015	35	We paid for extra meals during the extended fieldwork period.
Vehicle maintenance	480	660	180	Our vehicle broke down during the fieldwork and we had to replace several parts.
Fuel	550	605	55	Costs were higher because of additional fieldwork plus an increase in fuel prices.
Advertising boards	150	100	-50	We installed two hoarding boards instead of three because the third site was deemed unsuitable.
Laptop	700	488	-212	We managed to purchase a computer at a lower price.
Environmental education	350	486	136	We planned to target three schools, but following community input we expanded to five schools, increasing the amount spent on room rental and food for the students.
Camera traps	1,200	900	-300	We purchased nine camera traps instead of 12, as three cameras were loaned by our university.
Three stakeholder meetings	270	255	-15	Minor decrease in costs because there were fewer participants than anticipated.
Printing costs (posters and booklets)	120	114	-6	Minor change from budgeted amount.
Total	7,000	7,028	28	Overspend covered by co-funding

The budget should be submitted in the **Excel template** we have provided. Ensure you include totals in each of the columns and explain how any overspend was covered. If there are funds remaining, we will provide details of how these can be returned.

