Communications, Implementation and Capacity Building Template

Smart Farming Partnerships Grants Round 2017-18 – A plan to deliver:

1. a communication strategy
2. an implementation plan that extends beyond the life of the project
3. a strategy for community capacity building

You **must**:

* complete each of the following 3 sections – do not leave sections blank.
* use this template (attachments in a different format will not be accepted and your application will not be progressed).

Note: The maximum size allowable for individual attachments is no larger than 2MB and the application form will not accept attachments above this size.

**1) Plan for delivering a communications strategy (Guidelines 5.2)**

The communications strategy details how the project team, project partners and participating land managers will be kept informed of project progress and upcoming project milestones and activities. It also details how project information and outcomes will be communicated and extended to stakeholders and the broader community to assist with the adoption of the innovation. It would usually detail matters such as activity, responsibility, timing, frequency, location, target audience and message. Project outcome could be published as newspaper articles, case studies, and newsletters; distributed during workshops, field days, field visits and through websites and social media etc.

This template is **not** asking for your detailed communication strategy, which will be an early deliverable through the grant agreement if you are a successful applicant. What you are asked to deliver here is an overview of how and when you will prepare the communications strategy. Please use the simple table style set out below (headings etc. are suggestions and can be changed, you may also add/remove rows and columns as required – some example activities are also included).

| **Activity** | **Responsibility** | **Timing** | **Likely Issues** |
| --- | --- | --- | --- |
| Identification of all stakeholders |  |  |  |
| Identification of scope of communication activities commensurate with scale of the project |  |  |  |
| Consultation on initial strategy |  |  |  |
| Initial strategy drafted |  |  |  |
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**2) Plan for delivering an implementation plan that extends beyond the life of the project (Guidelines 5.2)**

The implementation plan details how the project will deliver the outputs and outcomes, in terms of activities, resources, governance, risk management, stakeholder engagement and so on. In addition, the plan will include information on how to create an on-going legacy whereby farmers and land managers can access information and support after the project has ended.

This template is **not** asking for your detailed implementation plan, which will be an early deliverable through the grant agreement if you are a successful applicant. What you are asked to deliver here is an overview of how and when you will prepare the implementation plan. Please use the simple table style set out below (headings are suggestions and can be changed, you may also add/remove rows and columns as required).

| **Activity** | **Responsibility/role of partners** | **Timing** | **Likely Issues** |
| --- | --- | --- | --- |
| Identification of all significant implementation steps/stages for the project |  |  |  |
| Charting out a breakdown of all steps/stages (e.g. gant) commensurate with scale of the project |  |  |  |
| Identification of resources |  |  |  |
| Identification of governance |  |  |  |
| Identification of risk management |  |  |  |
| Initial implementation plan drafted |  |  |  |
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**3) Plan for delivering a strategy for community capacity building (Guidelines 5.2)**

This plan details how a strategy will be developed to build capacity in the community to support the adoption of practices and/or technology past the project life.

This template is **not** asking for your detailed strategy for community capacity building, which will be an early deliverable through the grant agreement if you are a successful applicant. What you are asked to deliver here is an overview of how and when you will prepare the strategy for community capacity building. Please use the simple table style set out below (headings are suggestions and can be changed, you may also add/remove rows and columns as required).

| **Activity** | **Responsibility/role of partners** | **Timing** | **Likely Issues** |
| --- | --- | --- | --- |
| Identification of all community stakeholders relevant to the project |  |  |  |
| Identification of likely scope of projects legacy |  |  |  |
| Consultation on how best to build capacity in the community to support the adoption of practices and/or technology past the project life. |  |  |  |
| Initial strategy drafted |  |  |  |
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