



Checklist: What You Need to Complete Your Nursery Report on TerraMatch

Every 6 months, you will complete a report for each nursery in your TerraFund project. The report will cover only the most recent 6-month period (January-June or July-December).

Before you begin your report, we recommend you collect all the information you will need. Here is everything we ask users to provide in one handy checklist. If you have any questions about or issues submitting your reports on TerraMatch, please contact your project manager and terramatch@wri.org.

Nursery Report Checklist

Number of seedlings/young trees that have been grown in the nursery in the past 6 months

- o You will indicate the number of seedlings or young trees that have been growing in this nursery since the beginning of your project. Note that this is a cumulative total and is not exclusive to the past six months of work.

Seedling Details

- o OPTIONAL: Please provide details about the seedlings you have grown during this reporting period by using the excel sheet template ([click here to download the template](#)).

Update any recent activities in the nursery

- o You will describe how the nursery's operations have progressed in the past six months in the context of this project. Be detailed about the health of seedlings in the nursery, your management practices, and the involvement of the local community.

Media

- o You will add any images or videos of the nursery. We encourage you to upload more than 5 photos and videos to demonstrate progress. Please ensure images contain GPS metadata.

Additional Documents

- o If there are additional documents that document your project's progress over the past six months, you will upload them here.
For the July project report, you must upload a complete financial report that details your project's expenses. For more information about the financial report, [consult this link](#).
If you are requesting a scheduled payment from One Tree Planted, upload your invoice here. You can [download an invoice template here](#). The amount requested should match exactly what is in your contract.