

Nursery Report Guidance

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 or terramatch@wri.org.

General Nursery Updates

Please provide an update of any recent activities in the nursery during the past six months.

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.

***Example:** During the reporting period, the nursery produced 120,000 seedlings of *Grevillea robusta*, *Cordia africana*, *Markhamia lutea*, and *Albizia coriaria*. Nursery management activities included seed collection, seed treatment, potting, regular watering, shading, weeding, root pruning, and pest and disease monitoring. Germination rates ranged between 75% and 90% depending on the species. Monthly nursery inspections were conducted to monitor seedling health, growth, and readiness for planting. At the end of the reporting period, 105,000 seedlings had reached the target planting height and were ready for distribution, while 15,000 seedlings remained in the nursery and required additional time to reach planting size.*

Seedlings by Species (Drop-down multiselect + number)

Report on the number of seedlings currently being raised in the nursery by species. Use scientific names only and ensure the species reported align with your approved contract, restoration plan, or any approved species changes.

Photos and videos

Please add any images or videos of the nursery. You are required to upload at least 5 photos and videos for each site. Photos that are submitted for site reports must contain GPS metadata. Learn [how to Submit High-Quality Photos on TerraMatch](#) . When uploading files, use the naming convention **Project_Nursery_Activity/Species_Date** (e.g., *GreenFuture_Nursery_Grevillea*

Robusta_2026-05-15.jpg or *GreenFuture_Nursery_SeedlingManagement_2026-05-15.jpg*). Reach out to your project manager if you have questions about geotagged photos.

Photos and videos (media/file upload)

If you are collecting photos using an application other than TerraMatch, please enter a link to shared drive here (Link)

Additional Documents (file upload)