**PROJECT PLAN TEMPLATE**

Please complete the below project work plan to assist you in your Grant Application.

If you have any questions regarding the project plan, please contact Cumberland Grants Team on 8757 9800 or email grants@cumberland.nsw.gov.au.

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| Proposed Project Title: |
| Project Commencement Date: | Project Completion Date: |
| Total Amount Requested: | Funding Program/Category: |
| Create a generic email for grant application: eg. admin@...... |
| Project Officer: |
| Brief Project Description: (aim, target group/need) |
| Project Rational: (How are you addressing the identified need?) |
| Project Activities: (What are the activities you need to do to implement your Project?) |
| Expected Outcomes: (What do you hope to achieve from this completing this project?) |
| Measures of Success: (How will you know you’ve achieved what you set out to achieve?) |
| Project Budget: (Estimation can be based on similar projects, professional quotes, evidence, experience etc) |
| Risk Management: (conflict of interest / WHS issues) |