

GRANT READY TEMPLATE

Project

For community organisations



Project outline What are you going to do and how are you going to do it?	
Project venue Where will the project take place?	
Stakeholders & Partners Who is involved in your project? Which other groups will be involved?	
Target Audience Who is the project for? Who will benefit?	
Community need Why is the project needed and what will the outcomes be?	
Community need Data to support or demonstrate the project need	

Project plan and timelines What will all the steps be?	
Project timelines How long will it take to implement? When will it start and finish?	
Evaluation How the success of the program will be measured?	
Budget expenses What are some of the costs?	
Budget income What are some sources of income?	
In kind support What work will our members be doing for free or what goods and services are being donated?	

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