**Sample Project Plan (Community Funding Scheme Category 2)**

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| Task | Start Date | Finish Date | Who is responsible? |
| Planning |  |  |  |
| Researching suppliers and obtaining Quotes | 1/8/23 | 9/8/23 | Grants Officer/Project coordinator |
| Purchasing equipment and organising delivery/pick up. | 10/8/23 | 10/8/23 | Grants Officer/Project coordinator |
| Delivery  |  |  |  |
| Promoting/sharing new equipment with group. | 1/9/23 | 1/9/23 | Grants Officer/Project coordinator |
| Acquittal |  |  |  |
| Paying outstanding accounts and reconciling income and expenditure | 1/10/23 | 10/10/23 | Treasurer |
| Complete online acquittal form and submit to Council via Smarty Grants | 14/10/23 | 21/10/23 | Grants Officer/Treasurer |
| Thanking or recognising contributions of partners and volunteers. | 14/12/23 | 14/12/23 | Project team |