**Sample Project Plan (Community Funding Scheme Category 1 and 3)**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Start Date | Finish Date | Who is responsible? |
| Planning |  |  |  |
| Identify stakeholders | Feb 23 | Mar23 | Project Coordinator/team |
| Planning consultation | 4/4/23 | 10/423 | Project Coordinator/stakeholders |
| Obtaining required permissions/approvals | 1/3/23 | 30/3/23 | Project Coordinator |
| Obtain Quotes | 1/4/23 | 14/4/23 | Project Coordinator |
| Confirming partner contributions | 14/4/23 | 16/4/23 | Project Coordinator |
| Completing design work | 18/4/23 | 30/4/23 | Project Coordinator/team |
| Finalising plans | 18/4/23 | 30/4/23 | Project Coordinator/team |
| Booking venues | 1/8/23 | 30/8/23 | Project Coordinator |
| Confirm costs | 1/8/23 | 30/8/23 | Project Coordinator |
| Securing tradespeople | 1/8/23 | 30/8/23 | Project Coordinator |
| Delivery  |  |  |  |
| **Conducting promotional activities:**Design and distribution of flyers, social media posts and design/order teardrop flag. | 1/9/23 | 14/9/23 | Project coordinator |
| Conducting planned activities/workshops | 30/9/23 | 7/10/23 | Project coordinator |
| Purchasing needed equipment/supplies | 30/9/23 | 30/10/23 | Grants Officer/Project coordinator |
| Completing any required works | 30/10/23 | 30/11/23 | Project Coordinator/team |
| Celebrating achievements/launch/media stories | 1/12/23 | 1/12/23 | Grants Officer/Project coordinator |
| Acquittal |  |  |  |
| Paying outstanding accounts | May 23 | May 23 | Treasurer |
| Reconciling your income and expenditure | May 24 | May 24 | Treasurer |
| Gathering your evidence of completion | May 24 | May 24 | Grants Officer/Project coordinator |
| Complete online acquittal form and submit to Council via Smarty Grants | May 25 | May 30  | Grants Officer/Project coordinator |
| Thanking or recognising contributions of partners and volunteers. | June 1 | June 5 | Project team |