

# Community Funding Scheme Project Plan

(Insert name of project)

Note: The project plan is a list of specific tasks you will complete in order to deliver your proposed project. Complete this template, listing tasks in a logical order in each of three key project phases; plan the project, deliver the project, and acquit the grant.

Tasks you will complete	By When	By Who
<b>Phase 1 – Plan the project</b> Consider: identifying stakeholders, planning consultation, completing consultation, completing design work, confirming partner contributions, finalising plans, obtaining required permissions/approvals, booking venues, confirming costs, securing tradespeople.		
<b>Phase 2 – Deliver the project</b> Consider: conducting promotional activities, conducting planned activities/workshops, purchasing needed equipment/supplies, completing any required works, celebrating your achievements via a launch or media stories.		



<b>Phase 3 – Acquit the grant</b> Consider: paying outstanding accounts, reconciling your income and expenditure, gathering your evidence of completion, completing the project acquittal report template and sending it to Council, thanking or recognising the contributions of partners and volunteers.		