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| **Project title** | *See if you can use a maximum of 10 words* | | | | | | | | |
| **Project description** | *See if you can use a maximum of 40 words* | | | | | | | | |
| **Alignment to purpose** | *How does this project help you meet your purpose? This is helpful for organisation to make sure you’re working to purpose. It’s also helpful for funders to see that you are working on purpose.* | | | | | | | | |
| **Need** | *Why is the project needed?* | | | | | | | | |
| **Target group** | *Describe the people who will benefit from the project.* | | | | | | | | |
| **Your organisations capacity to deliver** | **Why are you the best organisation to deliver this project?** | | | **What’s your experience related to addressing this/or a similar need?** | | | | **What’s your experience delivering this and/or a similar project?** | |
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| **Project team** | **Name** | **Role in project** | | | | **Their experience in a similar role and/or in a similar project** | | | **Any relevant qualifications etc.** |
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| **Partners**  *List organisations and/or people who could support your project. Add more rows as needed* | **Partner name and contact details** | | **Role in project** | | | | **Their expectation of project success** | | |
|  | | *Gain agreement on how they are involved. For some partners this should be formalised in an agreement.* | | | | *This is what they want to achieve from the project.* | | |
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| **Quality and compliance**  *These should relate directly to the project. Add more rows as needed* | **Quality / compliance item** | | | | **Summary of compliance** | | | | |
| *What legislation, accreditation, regulations and/or standards do you need to comply with?* | | | | *How will you comply? If there’s a resource needed and/or a cost for this add it to your budget. If you have certification, accreditation, policies and/or procedures mention them here.* | | | | |
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| **Milestones and activities; Outcomes and Impact** | | | | | |
| **List the Milestones.** | **What are the activities** | **Cost** | **Short-term outcome (**within 12 months) | **Long-term outcome (**over 12 months) | **Impact**  (2 + years) |
| *These are big thigs that happen.* | *List the things that have to happen.* | How much will it cost? | *What will be the short-term benefit of the activity?* | *What is the long-term benefit of the activity?* | What ultimate impact do you hope to achieve? There may not be an impact for each activity. |
| *For example, if you’re running a series of grant writing workshops you need a venue* | *For example: Book the venue* | *e.g. $110 per day* | *Payment to local not-for-profit* | *Helps not-for-profit sustainability through earned income* |  |
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| **Risks** | | | | | | | |
| **What are the risks?** | **Probability rating** | **Impact rating** | **Risk level** | **What triggers the risk?** | **Mitigation / treatment strategy** | **Monitoring risk** | **Residual risk** |
| Describe the risk | Out of 5 based on your assessment | Out of 5 based on your assessment | High, medium or low? | Describe why the risk can happen. A simple example would be that a risk of tripping over leads would happen if leads aren’t adequately covered. | A mitigation strategy would be to cover all leads. | How will you monitor the risk? E.g. we will have a pre-workshop venue checklist | A residual risk happens where the mitigation of the risk creates another risk. For example, covering a lead with a mat might create a larger tripping hazard. If you covered it with a mat, then re-assessed the risk you’d realise that properly designed lead covers, or tape might be a better option. |
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| **Budget** | | | | |
| **Expense name** | **Detail** | **Cost** | **Source  (i.e. sponsor / in-kind or grant)** | **Other notes** |
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