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| **Need** | | **Solution** | | **Target group** | | **Partners** | |
| *Why is the project needed?* | | *What ideas are there? What solution is being proposed to address the need?* | | *Describe the people who will benefit from the project.* | | *List organisations and/or people who could support your project.* | |
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| **Resources** | | **Key Activities** | | **Short-term Outcomes  (under 12 months)** | | **Med-long term Impact  (over 12 months)** | |
| **What resources you need** | **How much/who will provide?** | **What you need to do** | **By when** | **List Outcomes** | **How will you measure?** | **List Outcomes** | **How will you measure?** |
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| **Risks** | | | | | |
| **What are the risks?** | **What could happen?** | **What can we do to prevent this or remove the risk?** | **What resources do we need?** | **When will it happen?** | **Who will do it?** |
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| **Budget** | | |
| **What resources, activities and risks need money?** | **What will it cost?** | **What options do we have other than money?** |
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