COMMUNITY PROJECT GRANTS

Sample Project Plan Template

Project Name:	
Prepared by:	
Organisation Name:	
Date:	

Key Area of Delivery	Task	Cost	Lead Person	Date of Completion
Example - Promotion	*Develop and print flyer for the promotion of the program*	*FREE design* *10c per copy x 500= $50*	*Jo Bloggs*	*21st July 2017*
Example- Evaluation	*Develop a survey for participants to complete at the beginning or end of the course*	*2 hours coordination $30 per hour= $60*	*Jo Bloggs*	*12th November 2017*