

Project name:**Aim:**

- What is the purpose or intention; the desired outcome? (ensure this aligns both with your organisational mission)

Project need:

- WHY needed?
- What gap in services / research is it fulfilling?
- How do you know this need exists?
- Demonstrate with data, evidence and references that the project is needed and that it's not just a great idea by 1 or 2 people

Key differentiating factors:

- How is this project different to others that may be similar?
- How does it contribute to the larger body of research knowledge in your field?
- Why is your organisation the best to deliver this project?

Target group:

- Who is this project helping?
- How many people will be assisted?
- In what areas (geographically) do they reside?

Objectives:

- Objectives are the measureable outcomes to achieve the aim / goal.

Strategies:

- The tasks that will be implemented to achieve the objectives.
- Each objective generally has its own set of strategies.

Time frame / Key milestones:

- Confirm project will be ready to start or won't have already started before funding becomes available.

Outputs:

- What are the deliverable elements?

Outcomes and impact forecast:

- Outcomes are the direct changes.
- Impact results from sustained changes

Sustainability:

- How will those outcomes be sustained beyond the life of the project?
- How will the impact continue to be positive?

Evaluation measures:

- What are the Key Performance Indicators?
- What are you measuring to determine the impact?
- How will you be measuring? ie: quantitative / qualitative data capture methodologies.
- If possible, show the cost benefit analysis of your project.

Who is conducting the evaluation?

- Project leader or external reviewer?

Are there any project risks?

- If so, what are they and what are the mitigation strategies?

Collaborations:

- Is the organisation working with other organisations to deliver this project?
- If yes, detail nature of relationship.

Budget:

- Include ALL costs including staff and volunteer time and resources required to implement this project, including evaluation costs.
- Don't make figures up.
- Get estimates or quotes from suppliers so accurate figures are included.
- Has any other funding been received for this project? Details

Include a section for internal project approval and sign-off