

Community Grants 2010 – Project Planning Tool

The first step in developing a project plan is to address the following seven questions. This will give you enough information to complete your project plan and assist with completing grant application forms.

What?

What do you want to do?
What are the problems / issues you are trying to solve/improve?
What is the name of the project?

Where?

Where will the project be located or focused?

When?

When will the project happen?
What are the critical timelines?
(events to be held on a particular day / solution needs to be implemented by)

How?

How are you going to fix the problem / address the issue / implement the program?
How is the project going to work?
How will you know if the project is successful?

Who?

Who will be involved in the project?
Which other community groups are involved in the project?
Who in the community have you consulted about the project?
Which tasks will be allocated to which groups/individuals?
Who does the project target?

Why?

Can you demonstrate how this project reflects a community need?
Why is the project necessary?
What will happen if the project does not proceed?
Why is external funding required?
Why should the grant maker support the project?

How Much?

How much is the project going to cost?
What are the major cost items?
How much money should be allocated to each cost item in the budget?
Is the in-kind contribution included?
Has a range of potential funding sources been identified?

When will the Project Happen

Activity	Description	Cost (\$)	Start Date	Finish Date	Performance Measure

Who will be involved?

Who has been consulted?

How will you measure your success?