Community Grant Project Plan

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**Project Title:**

**Project Manager:**

**Why are we doing this project:**

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**Is the project aligned to the Wyndham 2040 Vision, Council Plan and/or Wyndham City Strategy?** Yes No

**If so, what parts of these documents does the project address/support?**

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**Overall timeframe proposed**

**Start: Finish:**

**Project Tasks and Timeframes – In this section; outline what major tasks are part of your project and expected dates of when tasks will start and finish.**

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| **Major tasks/timeframes** | **Responsible Person** | **Start** | **Finish** |
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**Project Deliverables and Outcome**

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| **Deliverables (what will we achieve)** |
| **Outcome (what will the project look like)** |
| **Success indicators (how will you know that you have achieved your expected outcomes)** |
| **Risks (what risks are associated with this project)** |

**Consultation (External/Internal Stakeholders) – List down the external/internal stakeholders involved in the project**

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| **Name** | **What is their interest?** | **Organisation/Role (if applicable)** | **External/Internal stakeholder** |
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**Equipment and Physical (In Kind) Resources – What contribution from your organisation/other organisations will be part of this project? E.G. financial contribution, volunteer contribution etc**

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| **Resources** | **Number/Amount** | **Source** |
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**Financial Resources – What financial resources will be available for this project?**

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| **Type of Financial Resources** | **Amount** |
| Our funds |  |
| External Grants |  |
| Fundraising |  |
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**Quotes**

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| **Service/Product** | **Value** | **Supplier** |
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**Other Comments:**

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