

PROJECT PLAN & RISK ASSESSMENT TEMPLATE

Introduction

The Rural City of Wangaratta has created this template to help community organisations prepare strong grant applications—whether applying to us or to other funding bodies. This tool is designed to help you clearly explain your project: what you want to achieve, why it's important, how you plan to deliver it, and what it will cost.

Using this template can strengthen your application and support smoother project planning and delivery. You are welcome to adapt the template to suit your organisation's needs or to meet specific funding requirements.

Project Plan

Project Name	
Project Start Date	
Project End Date	
Project Plan prepared by	

Project Overview

This is a statement of tasks that will be undertaken during the Project, a timeline for each key task and a list of who is responsible for the Project's implementation. Please consider the below questions. Note: You must provide a Project Plan if one has been stipulated by the funding body.

- **What will you do?**
- **Why are you doing it?**

BACKGROUND/ISSUES

- WHY DO YOU NEED TO DO THE PROJECT?
- WHAT IS THE PROBLEM YOU ARE TRYING TO SOLVE?
- HOW DO YOU KNOW THAT THIS IS A PROBLEM?

PROJECT OBJECTIVES

- WHAT WILL THE PROJECT DO TO SOLVE THE PROBLEM?
- WHICH GROUPS OF PEOPLE IN THE COMMUNITY WILL BENEFIT FROM THE PROJECT?
- WHAT IS THE PROJECT GOING TO ACHIEVE (OUTCOMES)?

PROJECT MANAGEMENT

- WHO WILL MANAGE THE PROJECT?
- WHAT EXPERIENCE DO THEY HAVE?
- HOW WILL IT BE MANAGED?

KEY STAKEHOLDERS

- WHO WILL BE INVOLVED WITH THE PROJECT?
 - WHO NEEDS TO KNOW ABOUT THE PROJECT?
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Resources

- What things do you need to do the project?
- Do you have these? If not, where will you get them from?
- Do you need to hire a venue, furniture or equipment?
- e.g. grant funding, volunteers

Evaluation

- How will you know if your project has been successful?
- What evidence will you collect to show you have been successful?
- What will people learn or feel after doing the project?

Key Tasks

What key tasks do I need to do for the project?

Project Task	Project Actions	Responsible party	Project Deliverables	Anticipated Completion Date
What needs to be done? List items in the order they will be done	How will you do it? Add individual steps as required	Who will be responsible?	What will show that you have done it?	
1.				
2.				
3.				
4.				
5.				

Project Plan - Project Risk Assessment

Risk, (rare unlikely, possible, likely, almost certain) consequence (significant, minor, moderate, major, critical), steps to reduce the likelihood impact of risk (low/medium/significant/high).

- What could go wrong?
- What could I do to prevent this happening?

Number	Risk What is the risk?	Mitigation Strategy How will the risk be managed?	Likelihood
1.			
2.			
3.			

Budget

Use this budget template to show the costs and income for your activity. This helps funders understand how much your activity will cost and how grant funding will be used. We understand GST can be confusing, first please read the funding guidelines and talk to your Treasurer, accountant, or bookkeeper to make sure your figures are correct. Some grant rounds like you to include GST in all figures, both in costs and income and other funding bodies do not want GST included.

Before completing your grant application, make sure you read the instructions provided by the funding body. Different funders may have different requirements for how to present your figures.

Grant funding request **\$1,000** Is the amount you are requesting from the funding body for this grant application

The amount of funding you have (the cost of the project) always equals the amount that you will spend on your project
Column A – income less Column B expenditure always balance back to \$0

Total Income – Amount Column A **+ \$10,000**

Total expenses – Amount Column B **- \$10,000**

Income less expenses = Balances out **= \$0**

Income Type - Change to suit your project	Column A Amount \$	Expenditure Type - Change to suit your project	Column B Amount \$
<i>E.g. Fundraising (e.g. raffle, silent auction)</i>	\$2000	<i>Playground equipment</i>	\$5000
<i>Grant Funding (the amount requested from this grant round)</i>	\$1000	<i>Tool and equipment hire</i>	\$400
<i>Sponsorships and donations</i>	\$3000	<i>Concreting</i>	\$1500
<i>Your group cash contribution</i>	\$2000	<i>Rubber matting</i>	\$1000
<i>In-kind value of donated goods or services. (refer to grant guidelines)</i>	\$2000	<i>Building permit</i>	\$100
		<i>In-kind value of donated goods or services</i>	\$2000
Total Income	\$10,000	Total Income	\$10,000

*Further information contact Community Grants: community@wangeratta.vic.gov.au