

Project Planning / Grant Writing Worksheet

Section 1: About the organisation

Key task: Describe the organisation, its mission/vision, why the mission/vision is important and the outcomes that the organisations aims to achieve.

Sample grant applications questions:

- *Provide information on your core business activities*
- *Tell us more about the purpose of your organisation - what public or community benefit do you provide?*
- *Provide an overview of the experience your organisation has in addressing <the focus of the grant application>*
- *Explain how your organisation's activities link to the funding priorities (include details of previous projects)*

Notes

Section 2: Project Description, need and alignment with funding priorities

Key task: Describe the long-term or “big picture” vision of the completed program or project

Sample grant applications questions:

- Provide a clear and concise description of your project, including the aims and the outcomes, and how your project aligns with the funding priorities.*
- Provide a short description of the project*
- Explain how the proposed project meets a social or community need*
- Explain how the proposed project aligns with funding priorities*

Notes

Hands-on Task

Q1. Provide a brief description of the proposed project and how it meets a community need (200 words)

Q2. Explain how the proposed project aligns with funding priorities (200 words)

Practice Here!

Section 3: Project Activities, Responsibilities and Outcomes

Key task: What will you do? What are you trying to accomplish?

Sample grant applications questions:

- *What are the expected outcomes of this project (both for the community and your organisation)?*
- *List all planned project activities and the timeframe for completion*
- *Explain the project outcomes and show how they align with funding priorities*
- *Please provide a short bio of project team members and explain their responsibilities*
- *How will you that the outcomes have been achieved?*

Notes

Hands-on Task

Q1. List all planned activities along with the project schedule

Activities	Timelines

Section 4: Beneficiaries & their engagement

Key Task: Who will be served by the project or program? Think about potential customers, clients, communities, specific segments of the population, etc.

Sample grant applications questions:

- *Provide an overview of participants and explain how they will participate in the project*
- *List all intended beneficiaries and explain how they will be benefitted*
- *Show how the project will benefit the community and align with strategic priorities of the <relevant> department*

Notes

Hands-on Task

Q1. Provide an overview of participants and explain how they will participate in the project (at both the design and delivery stages).

Q2 Explain clearly how the project participants link to the strategic priorities of the <relevant> department

Practice Here!

Section 5: Partners or Collaborators

Key Task: Will you join other agencies, organizations, or consultants to complete the program or project? What experience, infrastructure, expertise, funding, credibility, or other benefits will they bring to the table?

Sample grant applications questions:

- List all partnering agencies and explain how the project will benefit them*
- List the diverse cultural groups and/or general community groups such as community associations, sporting groups and service clubs that your organisation will partner with in the development and delivery of the project.*

Notes

Hands-on Task

Q1. List the groups and/or community association will partner with in the development and delivery of the project. Provide details as per the table below:

Organisation	Role/Contribution	Confirmed? Y/N

Section 6: Evaluation and Risk Management

Note – This is a complex area and usually visible in larger projects. As such many organisations draw on external expertise for this part of project design and delivery. You are able to contact the ECCQ Project Officer for more information.

However a few things to help you get started are below.

Key Task: How will you evaluate the progress and effectiveness of your program or project? Will you be using any outside evaluators? Who needs to review and approve each phase, service, product, or other deliverable of the project? What process or procedure will be followed when any changes occur? Who will participate in the change process?

Sample grant applications questions:

- What are the indicators that you will use to monitor and measure your progress?*
- What methods will you use to report against project deliverables?*

Notes

Hands-on Task

Q1. For each project activity/deliverable, explain the key methods that you will use to monitor and measure progress.

Q2. What kind of internal or external factors could impact project progress? Explain how you will manage them.

Practice Here!
