**grant project plan template**

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| **GRANT PROJECT PLAN** | |
| **Endorsed by:**  (Executive Director) | |
|  | |
| **Signature:** | **Date:** / / |

|  |  |  |
| --- | --- | --- |
| **Title of Grant Program:** |  | |
| **Grant Administrator: Insert Directorate** |  |  |
| **Section and Division:** | | |
| **Expected Outcomes of Grants:** | | |

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| --- | --- | --- | --- |
| **GRANT DETAILS Include a short summary of the proposed grants funding strategy (e.g. a Call for Applications (CFA) followed by a competitive process to be appraised by a committee)** | | | |
| **Term/Length of Grants** | |  |
| **Estimated Value of Grants** | | $ |
|  | |  |
| **Cost Centre** | |  |  |
| **Project Code (if applicable)** | |  |  |
| **Start date:** |  | **End dates:** |  |
| **Advertising method:** | |  | |
| **Date:** | |  | |

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| **RISK MANAGEMENT** | **Refer to Risk Management within the Education and Training Portfolio: Policy, Procedures and Guidelines.** |
| **Risk Rating** | **Low, moderate, high, or extreme** |

introduction

DESCRIPTION OF PROPOSAL

SCOPE OF PROPOSAL

BACKGROUND TO PROPOSAL

Specifications

**The specifications of the project may include the following requirements:**

* **eligibility for funding**
* **intended recipient (e.g. not-for-profit)**
* **latest commencement date**

Risk Management Strategies

**Include strategies that manage the risks associated with the following:**

* **the grant not being used for its intended purposes;**
* **corruption;**
* **the grant not producing the desired outcomes;**
* **the grant not aligning with the strategic goals of the Department;**
* **the grant recipient being able to access and utilise funding from other sources for the same purpose, without an increase in performance or impact; or**
* **the grant recipient not reporting additional funding sources but reports outcomes as if there was only one source of grant funds.**

Quality Assurance Strategies

SPECIAL CONDITIONS AND REQUIREMENTS

**Include any proposed special conditions or requirements to be imposed on each individual grant recipient.**

ESTIMATED COST AND SOURCE OF FUNDING

**Where possible, map relationship with other Department funding sources.**

**If the funding is not within the approved Business Unit budget and additional resourcing is required then it must first be approved within the Department's financial management framework.**

GRANT FUNDING STRATEGY

**Include a summary and justification of the proposed grants strategy (including justification of either a competitive or non-competitive process, or grievance and appeals mechanisms where applicable).**

PERFORMANCE MEASURES

SELECTION CRITERIA

MONITORING AND Evaluation

TIMETABLE

|  |  |
| --- | --- |
| **ACTIVITY** | **TARGET DATE** |
| CFA advertised **(where applicable)** |  |
| Applications Close **(where applicable)** |  |
| Appraisal of applications **(where applicable)** |  |
| Letters to successful applicants and completion of standard grant documentation |  |
| Grants Commence |  |