

PLANNING FOR A GRANT AND ACQUITTAL

Project Planning Worksheet

1. Why do you need the project?

2. How will the project meet your needs?

3. What do you want to achieve through the project?

4. What professional advice might you consider (e.g. quotes and plans)?

5. Will your project make money or cost you money to run?

6. What research can you do to support your project and the need for your project?

7. What alternatives exist to you completing your project?

8. What support do you have for your project?

9. Will you be able to deliver your project?

Supporting Documentation	On File	To Collect	N/A
Plans, designs or project description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quotations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirmed financial commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of lease/tenure arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lessor permission to undertake project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Most recent audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance policy details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Membership statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABN and GST registration details (available from www.abr.business.gov.au)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current committee or board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support (e.g. peak bodies, members, other organisations which will benefit, Council, elected representatives)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council's plans and strategies identifying your project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>