**Project Plan Template**

Please complete as many rows as necessary to give a clear understanding of what your project entails, who it is for, how the funds you have requested will be used, what you hope to achieve and how you will measure success.

**Name of charity: Name of project: Project dates:**

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| Activity *(to include aims, specific details of what will be done, how you will work with other organisations and plans for future sustainability)* | Background, age range and number of beneficiaries | Budget *(please itemise how requested funding will be used)* | Date completed by | Desired outcomes *(summarise the outcomes you plan to achieve during this funding period)* | How will these be measured? *(include quantitative details of qualifications to be obtained, numbers completing project, numbers securing employment, surveys undertaken, follow-up interviews etc)* | Was this achieved? *(to be completed on completion of project or end of year 1, whichever is sooner. Please include: monitoring information, any challenges faced, future plans)* |
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