**PROJECT PLAN FOR** <Activity/project name> <Funded organisation name>

**Anticipated Activity Start Date: Anticipated Activity End Date:**

This document forms an essential part of your application to the Latrobe Valley Community and Facility Fund. It is a statement of the key tasks needed to bring the project to completion, a timeline for each task and who is responsible for the task. If your application is successful, this plan will be used to inform the development of your Funding Agreement.

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| **What needs to be done?**List the tasks in the order they will be done | **How you will do it?**Add the individual steps as required | **Who is responsible?** | **What shows the task has been done?** | **Completion Date** |
| * Establish a Steering Committee

**(Example only. Please delete this row)** | * Identify the skills required for the committee
* Consult with key project stakeholders
* Approach potential committee members
* Draft a Terms of Reference for the committee
* Schedule the first committee meeting
 | * President
 | * Committee membership confirmed
* First meeting held
* Terms of Reference adopted
 | 30 Sep 2018 |
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