**Veterans Capital Works Grants Program**

**PROJECT PLAN FOR:**  **ORGANISATION:**

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

This document is a statement of tasks that will be undertaken during the Project, a timeline for each key task and a list of who is responsible for the project implementation. If your application is successful it will be used in the development of your Funding Agreement.

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| **What needs to be done**List items in the order they will be done | **How you will do it**Add individual steps as required | **Who will be responsible** | **What will show that you have done it** | **Anticipated Completion Date** |
| **Example:** (this row can be deleted)Obtain committee of management approval for project. | 1. Identify project goals and outcomes
2. Consult with key stakeholders and community
3. Draft proposed project
4. Approach sustainable trades people and professionals for quotes.
 | Project Officer  | * Host meeting with committee
* Discuss project and seek approval
* Submit application
 | 2 December 2023 |
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