**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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |