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| --- |
| *Project title* |
| Project Plan  Lead organisation: <insert here> |
|  |

# Overview

As part of the mandatory documentation requirements for your **Safe Spaces** grant application, you are required to submit:

* a project plan that will outline the proposed approach for project activity
* a detailed budget – costs must be clear, accurate, reasonable and demonstrate strong value for money
* quotes or accurate cost estimates for all project activities listed on the budget
* a detailed risk plan
* evidence of financial viability by providing your organisation’s last two annual statements (2020–21 and 2021–22) as provided to Consumer Affairs Victoria, or to the Australian Charities and Not-for-profits Commission
* evidence of current Public Liability Insurance by providing a Certificate of Currency for Public Liability Insurance, with an appropriate level to cover all aspects of the program, or an auspice arrangement with this insurance cover
* a memorandum of understanding from an auspice or partner organisation, where auspicing or partnering arrangements are in place.

The project plan and accompanying documentation should consider the assessment criteria for the grant application as outlined the [guidelines](https://content.vic.gov.au/sites/default/files/2022-10/LGBTIQ%2B-Youth-Safe-Spaces-for-Western-Victoria-2022%E2%80%9325.pdf).

Please complete the below project plan template. If your organisation has an existing project plan that is in a different format, you can attach this to your application. Please note documents in different formats must clearly provide the same information as the provided template in order to be considered.

To receive this document in another format, please [email the Equality Unit](mailto:Equality@dffh.vic.gov.au) <Equality@dffh.vic.gov.au> at the Department of Families, Fairness and Housing.

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# Organisation details

**Applicant organisation details**

|  |  |
| --- | --- |
| Organisation name |  |
| Website |  |

# Project details

## Project summary

A brief high-level description of your project, including the issue to be addressed, how the issue will be addressed where the project will be delivered, the people and/or organisations the project will work with and the key activities or approaches that will be implemented to achieve the objectives.

250 words max.

## Background on existing service gaps

Background on the issues and gaps the project will address and how they will be addressed.

200 words max.

## Project aims and objectives

Brief overview of the aims and objectives for the project and why this project is important.

250 words max.

## Project scope

Outline of the scope and reach of project activities, considering geographical locations noted in the guidelines.

300 words max.

## Project management

Brief overview of the project management process to support project progress.

300 words max.

## Connections to local service organisations and communities

Outline of how key communities/people/organisations/partnership members will be included in the design and implementation of the project.

150 words max.

## Cultural safety and support networks

Detail how the project will ensure cultural safety, including culturally safe support networks.

200 words max.

# Project governance

Please provide a description of the project governance structure. You can either use the table below or provide a diagram. It is important note who provides project oversight and approvals, and clarify where individuals will hold financial approval delegations.

## Project team

Please describe the project team including their expected FTE eg: FTE 1.0 = full time, 5 days/week

| **Role** | **Responsibility** | **FTE** |
| --- | --- | --- |
| *X* | *Insert more rows as required* |  |
|  |  |  |
|  |  |  |

## Project partners

List the project partners and describe their roles and responsibilities.

|  |  |
| --- | --- |
| **Partner** | **Role and responsibility** |
| *X* | *Insert more rows as required* |
|  |  |

## Project meetings/committees

List project meetings proposed for the life of the project, including governance steering committees and update meetings with the department.

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Purpose** | **Frequency** |
| *X* | *Insert more rows as required* |  |
|  |  |  |

# Workforce engagement

Please explain how this project will target and engage workforce/s to maximise the potential reach of activities, including how clinical expertise will inform the operations of the sites and programming.

150 words max.

# Process for referrals

Please describe what your policy and process is for referral pathways if required, as well as pathways for connecting LGBTIQ+ young people and their families to medical and mental health and wellbeing support services and providers in Western Victoria.

150 words max.

# Sustainability

In this section, please indicate the long-term sustainability strategy or approach for the project and any planned actions.

150 words max.

# Public communications and events

Please indicate whether there are any public communications, marketing activities or events planned. Please notify the Equality branch throughout the year of potential launches, events or media opportunities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Channel (e.g. media, online, live event etc.)** | **Target audience** | **Timing** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# Links to other Victorian Government initiatives

In this section, please outline any activities in this program that link with other Victorian Government policies and programs. Please provide the name of the initiative, if possible. This may include work that your organisation is delivering or the work of key stakeholders or partners that are engaged under this initiative.

|  |  |
| --- | --- |
| **Victorian Government initiative** | **How does this project link with or support this initiative?** |
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# Evaluation activity

Please briefly describe any monitoring and evaluation activities for the project.

# Project schedule

Please indicate key phases over the life of the project, outlining key milestones and their anticipated dates in years 1, 2 and 3. Please include all key dates listed in the guidelines (page 5). Alternatively, you may wish to use your own timeline template. If so, please indicate below and attach as an additional document in the application process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Key phases and milestones** | **Year 1** | **Year 2** | **Year 3** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Description of key phases and activities

List key phases and their activities and a brief description what each activity includes, for each year.

|  |  |  |
| --- | --- | --- |
| **Date** | **Key phase or activity** | **Description of activities** |
| *X* | *Insert more rows as required* |  |
|  |  |  |

# Approval

This Project Plan must be approved by an executive-level representative.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |
| Email |  |