# 2024-25 Multicultural Festivals and Events (MFE) Program

Project Plan Template

|  |  |
| --- | --- |
| Event Name: | Applicant Organisation: |
| Contact Person: | Contact Email: |

This project plan is mandatory for all medium and large stream applications.

Use this template to detail your intended project plan activities by filling out the table.

Across all parts of the event cycle (pre-event, at-event and post-event) you need to outline:

* Tasks that will be undertaken during the planning and delivery of your festival or event
* A timeline and a list of who is responsible to deliver each task

For large stream applicants, attaching a detailed project plan will ensure a stronger merit assessment score and impact how much funding you receive.

Please note, organisations with an existing project plan that is in a different format and includes the required information, can attach this to their application. DPC will accept this instead of this document if a project plan already exists.

A risk plan will not be accepted in place of a project plan and will not be scored.

|  |  |  |  |
| --- | --- | --- | --- |
| Stage/Deliverable  (What needs to be done? List items in the order they will be done. For example – create event schedule, marketing/promotion) | Type and Description of Activities  (How will you do it? Add individual steps. For example – identify event committee, meet weekly, secure promotion on Council website, launch social media promotion etc) | Who  (Who will be responsible for this task? For example – Project Manager, volunteer, Treasurer) | Timeframe  (How long will it take? For example – 1 day, 3 weeks) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

We acknowledge the Traditional Owners of Country throughout Victoria and pay our respect to them, their culture, and their Elders past and present.

© State of Victoria (Department of Premier and Cabinet) September 2024

To receive this document in another format, email [multicultural-festivals.events@dpc.vic.gov.au](mailto:multicultural-festivals.events@dpc.vic.gov.au) <multicultural-festivals.events@dpc.vic.gov.au>.

Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples.

In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.