Hume City Small Business Grants

Project Plan Template

This template has been prepared to assist businesses who are applying for a Hume City Small Business Grant.

A Project Plan does not have to be a complex process.

This Project Plan template is a guide only, and grant applicants should use it to ensure it provides a good representation of the Project.

Introduction and business justification

This section should provide a summary outlining the issue, problem or opportunity and how the project came into being.

Project outcomes and approach

This section should provide a summary outlining the expected Project outcomes and the approach that will be implemented to deliver these outcomes.

For example:
- What are the outcomes/goals the Project will achieve?
- How will these outcomes/goals be achieved?
- How will the Project contribute to business efficiency and potential creation of employment?

Expected benefits

This section should provide the key benefits that the project is expected to deliver. This does not need to be an exhaustive analysis but should be limited to the major benefits anticipated from the project.

Key risks

This section should highlight the key risks to the project, together with the likelihood of, and strategies for mitigating, each risk. This does not need to be an exhaustive analysis but should instead be limited to the key or major risks (no more than four) that must be kept in mind when undertaking the project.

Project cost

In the table below, provide detail of the costs involved in implementing the proposed project. You can add or delete rows as required.

When submitting your Grant application, please ensure that you attach all relevant quotes to support the Project costs below.

Item/Service	Cost of Item (incl GST)	Grant Request (inc GST)
Total		

Note: where there is a difference between Cost of the Item and Grant Request, the business is responsible for the short fall.

Total Grant Request cannot exceed $20,000 (plus GST)

Timelines

Provide details of the timelines for your project.

For example:

STAGE	
Milestone	**Date**
Project Commence	
Project Complete	

Please note: When you have completed this Project Plan, please save it as a .pdf and attach to your SmartyGrants application.