

Guidelines for project plans with budget

There is no specific format or length for a project plan. For some simpler grant applications, you may not have much, if anything, to add to what you have entered on the application form. However, the form does have limitations, and many organisations have a suitable supporting document for their request anyway, which they want to share with us.

We do not expect you to write something specifically for us if you already have a document that covers broadly the elements listed below. However, if you have been unable to cover some of these elements within the form and have no such document, you may want to create one that fills in the gaps. If you are doing this, there is no need to repeat what you have already stated in your form.

Elements of a project plan and budget

- Background to your organisation - the work you do, where you do it, why it is needed, and who/what purpose it serves.
- Explanation of the project, including:
 - where the idea came from
 - who/what purpose it serves
 - what the project will do
 - what impact the project is designed to have
 - how you will manage, monitor and evaluate the project
 - timescale for implementation
- Summary costings for your application at an appropriate level of detail.
- Statement of whether the application is for whole project funding or co-funding. If co-funding, explain:
 - i. total cost of the whole project
 - ii. funding already secured
 - iii. how you will secure the balance
 - iv. how a shortfall would impact your timescale for implementation
- Outline of your contingency planning.

Your project plan can be submitted as a Word, Excel or PDF file and, where possible, should be one document only.

It is helpful if the file name includes your organisation name (not ours) and the date, for example, *CharityName_grantplan_Aug23*