**Queensland Family and Child Commission Child Safeguarding Grants Program: Project plan template**

*This is a key document to inform the deliberations of the evaluation team. Failure to provide sufficient detail in your project and budget could result in a lower ranking for your project.*

Project Name:

Lead Organisation:

Contact name and details (email & phone):

In the table below, detail the key activities and results you aim to achieve. Complete all columns for each step/stage.

You can add more rows to this table

|  |
| --- |
| **Project details** |
| **Project description** |  |
| **Total grant amount requested** |  | **Project delivery period** | **Start date:** | **Finish date:** |
| **Project schedule** |  |  |  |  |
| **Timeframe**When will this be delivered?*This must align with the required project timeframes for the Funding Stream you are applying under* | **Key Milestone/Activity**What are the steps/stages to deliver your project? | **Who will deliver each step/stage?** | **What resources will be required to complete each step/stage?** | **What is your desired result?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Evaluation: How will you know your project has been successful?**

Provide tangible and measurable numbers where possible for each stage of the project.

|  |  |  |
| --- | --- | --- |
| **Measures of success** | **Key success indicators** | **How do you propose to prove your level of success?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Budget proposal template**

|  |  |  |
| --- | --- | --- |
|  | **Details** | **Total** |
| **Amount requested in this application**  |  |  |
|  |  |
| **Confirmed Funding** *(other funding sources and amounts already confirmed)* |  |  |
|  |  |
|  |  |
|  |  |
| **In kind contributions** |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **TOTAL INCOME**  |  |
| **EXPENDITURE** |
|  | **Details** | **Total** |
| **Expenditure items** *(Breakdown of individual line items such as salaries, equipment, evaluation, administration etc.) If you are proposing to engage a consultant/contractor do you have a quote to ensure your budget allocation is sufficient.**Ensure these meet eligible expenditure criteria.* |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **TOTAL EXPENDITURE**  |  |

**Risk Management Plan**

|  |
| --- |
| 1**. Project name**: (insert name) |
| **Project Location(s):** |  | **Date:** |  |
| **Title of Assessment:** | Project risk assessment  | **Name and position of person responsible for the assessment:**  |  |

|  |
| --- |
| **To complete the plan:** 1. In the ‘Risk’ column, ascertain the key areas and identify the main risks to the project. We have provided suggested categories for consideration.2.Use the risk matrix (below) to identify what the ‘Risk rating’ would be for each risk. Assess the consequence and the likelihood of the risks identified, considering the scale and sensitivity of the proposed project. 3. In the ‘Risk Control/Treatment’ column, detail the actions you will use to manage and reduce these risks. Include responsible person/s within the organisation for the management of the relevant risk and timeframe.  |
| 2. Risk Assessment  |
| **Risk** | **Risk Rating** | **Risk Control/Treatment** |
| Financial Management |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Compliance and Legislation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Information Management |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Reputation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Operational |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Strategic and programming |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Probity |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

## **Risk Matrix**

To be used to determine the likelihood and potential for risk.

|  |  |
| --- | --- |
|  | **Consequences**  |
| **Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | Medium | Medium | High | High | Extreme |
| **Likely** | Medium | Medium | Medium | High | Extreme |
| **Possible** | Low | Medium | Medium | High | High |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | High |