# Timetable of activities, meeting and events Template

Chinese Community Infrastructure Fund (CCIF)

DPC is seeking to understand the regular schedule of activities at the project property or facility your organisation is seeking grant funds for.

* Please provide the timetable details on page 3 for how the property you are seeking grant funds for was used by your community members for the previous two weeks prior to the application closing date.
* Please also add any special monthly or annual festivals or events held at the property at the bottom of the table.

## EXAMPLE:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Day of the Week and Date*** | ***Name of Activity / Meeting / Event***  *(Include all scheduled activities that took place in the property in the previous two weeks such as Cultural, Faith, Meeting and Room Hire activities)* | ***Start Time***  *(e.g. 10:00 or 10am)* | ***End Time***  *(e.g. 11:30 or 11.30am)* | ***Total Time in Hours***  *(e.g. 1.5 hrs)* | ***Number of People Attending*** | ***Specific Group participating / Target Group***  *(e.g. All, Seniors, Youth, Women, Men etc.)* |
| *Monday 2 September* | *Mums and Bubs* | *10:00* | *12:30* | *2.5* | *10* | *Women & Babies* |
| *Tuesday 3 September* | *Dance Practice* | *18:00* | *19:30* | *1.5* | *100* | *Youth, Male and Female* |
| *Wednesday 4 September* | *Midweek Prayer Service* | *17:30* | *18:30* | *1* | *30* | *Families* |
| *Thursday 5 September* | *Cooking Demonstration* | *14:00* | *15:00* | *1* | *15* | *Women* |
| *Friday 6 September* | *Friday Night Prayer Service* | *19.00* | *20.00* | *1* | *40* | *Families* |
| *Saturday 7 September* | *Saturday Morning Prayer Service* | *9.00* | *11.30* | *2.5* | *80* | *Families* |
| *Saturday 7 September* | *Kids Club* | *10.00* | *11.00* | *1* | *20* | *Children (10 and under)* |
| *Sunday 8 September* | *Men’s Health Event* | *18.00* | *21.00* | *3* | *60* | *Men* |
| ***TOTAL – Week 1 only*** |  |  |  | ***13.5*** | ***355*** |  |
| *Tuesday 10 September* | *Seniors Club - Lunch* | *12.00* | *2.00* | *2* | *25* | *Seniors* |
| *Wednesday 11 September* | *Midweek Prayer Service* | *17.30* | *18.30* | *1* | *30* | *Families* |
| *Thursday 12 September* | *Women’s Group – Book Club* | *19.00* | *21.00* | *2* | *20* | *Women* |
| *Friday 13 September e* | *Friday Night Prayer Service* | *19.00* | *20.00* | *1* | *40* | *Families* |
| *Saturday 14 September* | *Saturday Morning Prayer Service* | *9.00* | *11.30* | *2.5* | *80* | *Families* |
| *Saturday 14 September* | *Kids Club* | *10.00* | *11.00* | *1* | *20* | *Children (10 and under)* |
| *Sunday 15 September* | *Youth Social Club* | *17.00* | *18.30* | *1.5* | *30* | *Youth* |
| ***TOTAL – Week 2 only*** |  |  |  | ***11*** | ***245*** |  |
| *Special / Annual Event:*  *February 2024* | *Chinese New Year* | *17.00* | *20.00* | *3* | *150* | *Families* |
| *Special / Annual Event:*  *September 2024* | *Moon Festival* | *17.30* | *19.30* | *2* | *170* | *Families* |
| ***TOTAL – Special Events only*** |  |  |  | ***5*** | ***320*** |  |

## Timetable of activities, meeting and events

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation name:** |  | **Contact person name:** |  |
| **Project name:** |  | **Contact email address:** |  |

Please add additional rows if required.

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| --- | --- | --- | --- | --- | --- | --- |
| ***Day of the Week and Date*** | ***Name of Activity / Meeting / Event***  *(Include all scheduled activities that took place in the property in the previous two weeks such as Cultural, Faith, Meeting and Room Hire activities)* | ***Start Time***  *(e.g. 10:00 or 10am)* | ***End Time***  *(e.g. 11:30 or 11.30am)* | ***Total Time in Hours***  *(e.g. 1.5 hrs)* | ***Number of People Attending*** | ***Specific Group participating / Target Group***  *(e.g. All, Seniors, Youth, Women, Men etc.)* |
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| ***TOTAL – Week 1 only*** |  |  |  | ***13.5*** | ***355*** |  |
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| ***TOTAL – Week 2 only*** |  |  |  | ***11*** | ***245*** |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| ***TOTAL – Special Events only*** |  |  |  | ***5*** | ***320*** |  |