# Project Plan template 20245-25 Multicultural Media Grants Program

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| **Project Name:** | **Applicant Organisation:** |
| **Contact Person:** | Contact Email: |

## Mandatory for all applications.

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

You need to outline across all parts of the project cycle (pre-project planning, project implementation and post-project activities such as results and reporting):

* the tasks that will be undertaken during the planning and delivery of your project
* a timeline and a list of who is responsible to deliver each task.

Attaching a detailed project plan will support your application and merit assessment score.

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| Stage / deliverable  (What needs to be done? List items in the order they will be done. For example – create project timeline, equipment purchase, implementation) | Type and Describe Activities  (How will you do it? Add individual steps. For example – identify project team, meet weekly, secure equipment for the studio, launch new radio program) | Who  (Who will be responsible for this task? For example – Project Manager, volunteer, freelancer) | Timeframe  (How long will it take? For example – 1 day, 3 weeks) |
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We acknowledge the Traditional Owners of Country throughout Victoria and pay our respect to them, their culture, and their Elders past and present.

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