



Small Business Grant Project Plan 2022

TEMPLATE FOR GUIDANCE

Business Details

Applicant's Name: _____

Business Name: _____

Australian Business Number: _____

Title

Summary of Proposal

(Outline in 2 – 4 lines the main purpose / aim of the proposal)

Proposed Timing

(Projects are to be completed within 12 months of funding delivery)

Approximate Date Range	Item / Action

Resources Available

(Describe key resources)

Cost Breakdown

(Itemise key costs)

Item	Description	Cost (ex GST)

Experience

(Demonstrate relevant experience / skills / capacity to undertake project – if relevant)

Use of Local Suppliers

(Outline in 2 – 4 lines how the project supports other local businesses – if relevant)

Environmental Considerations

(Outline in 2 – 4 lines how the project considers environmental implications – if relevant)

Evaluation

(Outline in 2 – 4 lines how the project will be evaluated)

Attachments

- Quotes for work
- Photographs of examples (if relevant)