**Project Form**

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| --- | --- |
| PROJECT NAME : |  |
| DATE : |  |
| DESIRED START DATE OF PROJECT : |  |
| APPLICATION PREPARED BY : |  |

*If this form is filled in digitally (which is preferred) all boxes will expand automatically*

1. **What do you as an organisation want to do in this project?**

*Explain what the project is about eg building affordable housing …, beginning a farm …, providing marriage support to pastors....*

1. **Why do you want to do it?**

*Explain why we want to do the project eg what are the problems it will resolve ….*

1. **Who will benefit from this project, and how?**

*Explain who will benefit if the project happens, and how eg fresh food for residents…, stronger marriages...*

1. **What other benefits will there be of doing it?**

*Explain any other benefits if the project happens eg save cost of food by keeping own animals…, provide training ... provide employment....*

1. **How could it be done?**

*Describe how the project can happen include any options and state preferred option (may need other pages)*

1. **Is this a complete project or part of a larger project?**

*If this is part of a larger project, please describe the larger project and the part this smaller project plays*

1. **Please list any additional documents/plans submitted with this form**
2. **What authorisations are required for this project? When were they or when will they be received?**
3. **To whom is the project accountable externally?**

*If the project is not accountable to any other external body (eg diocese, reference council…), please state nobody.*

1. **How will the project be managed (in both the development stage and post-completion)?**
2. **What involvement would be possible/desirable from Throw A Starfish CIO?**

*Please describe as clearly as possible what involvement is being sought including whether for team or individual(s)*

1. **Project costings?**

**How much will this project cost?**

*Include all costs eg materials, labour, Tax (where appropriate) etc..*

**Where is the money coming from?***This can include donations of physical things eg materials or resources eg labour, however value needs to be given to these things.* ***It is expected that the local community or beneficiaries will make a reasonable contribution to the cost of the project.***

1. **Once the project is completed please explain how it will operate, including how will it fund its operating costs.**
2. **Why does the project need to take place – what is behind the need – does this need to be tackled too?**
3. **How will you evaluate the success of this project?**

*It is necessary to evaluate if the project is a success – explain here the criteria which will be used to access “success” of the project. These must be specific, measurable and time bound. Eg food bill will decrease by 10% over the next year is ok, residents will enjoy food more is not ok!*

**When will the evaluation of the project take place?**