



# Project Form

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....*

## 2) Why do you want to do it?

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

## 3) 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...*

## 4) 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....*

## 5) How could it be done?

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

**6) 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*

**7) Please list any additional documents/plans submitted with this form**

**8) What authorisations are required for this project? When were they or when will they be received?**

**9) 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.*

**10) How will the project be managed (in both the development stage and post-completion)?**

**11) 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)*

**12) 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.*

**13) Once the project is completed please explain how it will operate, including how will it fund its operating costs.**

**14) Why does the project need to take place – what is behind the need – does this need to be tackled too?**

**15) 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?**