**Project Plan Template - £1m Community Grant Fund**

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| **Capital\* Project Name** |  |
| **Summary of project and its objectives** |  |
| **Outline of the need for the project (this might include surveys, consultations)** |  |
| **Explanation of impact on the community and who will benefit** |  |
| **External partners/team members who will deliver the project, along with their roles and responsibilities**  |  |
| **A detailed project timeline (expected start and completion dates, key outcomes, milestones, tasks, and due dates)** |  |
| **Project finances: detailed budget breakdown inc. all income and expenditure**  |  |
| **Any risks identified to successful delivery of the project and mitigating steps that you will take** |  |
| **The sustainability of the project and plans for ongoing maintenance of any assets that would be purchased with the grant** |  |
| **Site plans/photos and any other reference material relevant to the project** |  |

**\* Definition of Capital for the purposes of this grant is:-**

Projects which create lasting assets across the District, such as improvements to building, facilities or purchasing and installing equipment. ​Routine maintenance or repairs are not eligibie. In exceptional circumstances, we may consider funding essential repair works where a full replacement would be disproportionate, environmentally unsustainable, or risk harm to a structure of recognised heritage or community value. This may be particularly relevant where repair enables continued use of a key local facility in smaller parishes or rural areas. Such applications must clearly evidence (a) why the repair is the most appropriate and sustainable option; (b) how the asset contributes to community benefit, and (c) why alternative funding is not available.