Project Proposal Form

Please complete this Project Proposal Form and send to: membership@ywca.org.au. Await approval of Project Proposal and Budget from YWCA Australia before proceeding.

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Type:***(Choose one or more of the options)* | **☐** Local Event **☐** Fundraising Campaign **☐** Advocacy Campaign |
| **Project Start Date:** |  | **Project End Date:** |  |
| **Project Location:** |  | **Target Audience:** |  |
| **Project Goals:** *(What are your proposed project’s goals)* | Goal 1:Goal 2:Goal 3: |
| **Project Outline:***(Describe your proposed project in detail)* |  |
| **Alignment with YWCA Vision / Purpose / Priorities:** |  |
| **Budget Proposal:** | * No (please proceed to the ‘Resource Allocation’ section
* Yes (please fill in Budget section at the end of this document)
 |
| **Resources Allocation:***(What resources, other than financial, are required to deliver your proposed project? E.g. staff or volunteer time, printed materials)* |  |
| **Project Tasks:**  | **Task** | **Responsible Person** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Budget Proposal

Only complete this section if you are applying for financial support for your project. The maximum amount you can apply for is $1000 for Feminist Local Action Groups and $100 for Friendship Groups. If approved, you will be required to keep records of and report on all expenditure and income.

# Budget Management Contact

**Name:** Text here

**Phone:** Text here

**Email**: Text here

|  |  |
| --- | --- |
| **Expenditure Items (e.g. catering, venue hire, marketing)** | **Item Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL EXPENDITURE** |  |

|  |  |
| --- | --- |
| **Income (if applicable – e.g. ticket sales, donations)** | **Estimated Income** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL ESTIMATED INCOME** |  |