

LOCAL GROUPS PROJECT PROPOSAL

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: <i>(Choose one or more of the options)</i>	<input type="checkbox"/> Local Event <input type="checkbox"/> Fundraising Campaign <input type="checkbox"/> Advocacy Campaign		
Project Start Date:		Project End Date:	
Project Location:		Target Audience:	
Project Goals: <i>(What are your proposed project's goals)</i>			
Project Outline: <i>(Describe your proposed project in detail)</i>			
Alignment with YWCA Vision / Purpose / Priorities:			
Budget Proposal:	<input type="checkbox"/> No (please proceed to the 'Resource Allocation' section) <input type="checkbox"/> Yes (please fill in Budget section at the end of this document)		
Resources Allocation: <i>(What resources, other than financial, are required to deliver your proposed project? E.g. staff or volunteer time, printed materials)</i>			

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:

Phone:

Email:

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	