

Love Food Hate Waste Grants Round 6

Love Food Communities

Project plan

Applications close 4pm, 18 March 2019

 [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

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# Love Food Communities Project Plan

## Project Context

## 1.1 Background – how did the project come about?

Describe the project intent, opportunity, issues and needs to be met.

|  |
| --- |
|  |

## 1.2 Contribution to grant objectives?

Describe how the project will contribute to the Love Food Community objectives.

|  |
| --- |
|  |

## 1.3 Project objectives

List your project objectives in brief dot points. Make sure the objectives are SMART (specific, measurable, attainable, realistic and timely). You will be required to report against these objectives.

|  |
| --- |
|  |

## 1.4 Project scope

| Within scope | Out of scope |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 1.5 Assumptions and constraints

| Assumptions | Constraints |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 1.6 Related projects and programs

| Related program/ project name | Related program/ project outline | Incorporation into this project | Lead organisation |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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## Project Activities

## 2.1 Detail your project activities

| Activity name | Description | Person responsible (include organisation name) |
| --- | --- | --- |
|  |  |  |
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|  |  |  |
|  |  |  |
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## 2.2 Variations from EOI

Outline any adjustments made to the project since submitting the EOI and why the change(s) are required.

|  |
| --- |
|  |

## 2.3 Project timeline

Applicants can also submit a Gantt chart illustrating the project timeline if they like, in addition to this table.

| Activity name | Task(s) | Start date | End date |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 2.3 Project longevity

What will you and/or partners do to ensure the impacts of this project continue after the grant.

| Activity name | Description | Person responsible (include organisation name) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Project Budget

## 3.1 Budget

Please completed the excel sheet provided, noting that there is a separate sheet for each year.

## Project Management

## 4.1 Project team

Include partners who will deliver aspects of the project. Indicate who will be the alternative contact person to the main contact listed on page one. Remember to attach a MOU agreement for each partner.

| Name | Organisation | Role | Responsibilities |
| --- | --- | --- | --- |
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## 4.2 Stakeholder management

| Stakeholder  (Outline who  they are) | Interest  (What is the stakeholder’s interest in the project?) | Purpose  (What does the stakeholder need from the project or what does the project need from the stakeholder?) | Change  (How is the stakeholder affected by the change?) | Message(s)  (What are some key messages for this stakeholder?) | Channel(s) and communications  (What channels or formats will be used to communicate with the stakeholder and who is responsible? e.g. status reports, newsletters, phone.) | Target date/ frequency  of communications |
| --- | --- | --- | --- | --- | --- | --- |
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## 4.3 Outcomes hierarchy

| **Hierarchy** | **Planned  result** | Evaluation questions | Performance indicators/ tracking measures | Evidence/ data source | Target | **Hierarchy** |
| --- | --- | --- | --- | --- | --- | --- |
| Ultimate outcomes  What is the desired impact on the problem? |  |  |  |  |  |  |
| Intermediate outcomes  What changes in knowledge, attitudes, decision-making and skills need to occur? |  |  |  |  |  |  |
| Immediate outcomes  What changes will we see straight away? |  |  |  |  |  |  |
| Activities / outputs  The products, services and actions the project will provide. |  |  |  |  |  |  |
| Needs  Priority areas the project will respond to. |  |  |  |  |  |  |

## 4.4 Risk management

Applicants can also submit a risk management framework in addition to completing this table.

| Risk | Owner | Risk Level | Risk minimisation and treatment actions |
| --- | --- | --- | --- |
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## 4.5 Project reporting

| Reporting requirements | Reported by | Items to report on | Submission date |
| --- | --- | --- | --- |
| Quarterly reports |  |  |  |
| End of year 1 report |  |  |  |
| Final project report |  |  |  |

## Approval

| Approver 1 |  |
| --- | --- |
| 1. Name |  |
| 1. Title/position |  |
| 1. Organisation |  |
| 1. Email |  |
| 1. Phone |  |

| Approver 2 |  |
| --- | --- |
| 1. Name |  |
| 1. Title/position |  |
| 1. Organisation |  |
| 1. Email |  |
| 1. Phone |  |