

**A Project Delivery Plan** – is required to be submitted with your application if you are requesting a donation of:

- Ten thousand pounds or above
- A multiyear grant (even if your request is for under £10,000)
- Funds for a capitol project

#### Project Delivery plan guidance

As well as the information you will have provided in answering question D3 (your answer to D3 should tell us all about the proposed expenditure and exactly how you will carry out the work, project, activities, and the time scale of the delivery), we need to see your projected income and expenditure for each year your application refers to. This should show your organisations projected income and expenditure in either your financial or calendar year which ever you use for planning purposes. You might find it helpful to submit this information in the form of two tables, an example of which are detailed here for your reference.

**Example Table A-** To show your income for the period your application relates to, this table should show a breakdown of how much funding has been secured already and what your shortfall is.

<b>Date work /activities commence:</b>			<b>Date work/activities end:</b>
<b>Source of Income</b>	<b>Anticipated /target income</b>	<b>Confirmed income to date</b>	<b>Notes</b>
Contracts /Statutory funding	£150,000	£100,000	Council yet to confirm renewed funding
Other earned income	£50,000	£10,000	Sales
Trust and Foundations	£100,000	£30,000	List donations /pledges to date confirmed & list outstanding applications
Corporate donations	£20,000	£10,000	Name of companies
Individual giving	£10,000	£5,000	List activities/ where funds will come from
Community events	£2000	£1000	List activities/ where funds will come from
Contribution from reserves	£80,000	£80,000	If planned
Subtotal anticipated /target income	£412,000		
<b>Subtotal of confirmed income</b>		<b>£236,000</b>	
<b>Shortfall</b>	<b>£</b>		

## Example Table B - Expenditure

Please provide a breakdown of how much your organisation plans to spend for the years/s relating to your application. Your table may look something like this:

Date work /activities commence:	Date work/activities end:	
Expenditure Item	Amount	Notes
Salaries	£250,000	3 full time ,2 part time
Training	£10,000	
Programme Costs	£60,000	
Repairs and maintenance	£5000	
Rent /utilities	£30,000	
Legal /professional fees	£5000	
Governance costs	£5000	
<b>Total</b>	<b>£365,000</b>	