**Project Proposal**

Westminster City Council Ward Budget Programme

**[NAME OF PROJECT] - [NAME OF SUPPLIER]**

**Brief description of the principal aims of your organisation**

*Click or tap here to enter text.*

**Background to the project**:

* How the project proposal came about
* Why the project will benefit the local community

*Click or tap here to enter text.*

**Geographical area that the project covers**

* What ward is covered? If more than one ward, please give an idea of likely attendance across wards.

*Click or tap here to enter text.*

**Full and detailed description of the project**:

Brief summary of what the project is.

* **Project objectives**
  + Aims & objectives (what do you hope to achieve as a result of the project?)
* **Project delivery**
  + How, when and where it will be delivered
  + Marketing/publicity
  + Target groups
  + List of stakeholders/partners involved and their roles (where applicable)

*Click or tap here to enter text.*

**Specific measurable outcomes and outputs** (which the success of the project will be monitored against) E.g.

* Number of people involved
* Total number of sessions / activities delivered over the funding period
* Etc.

*Click or tap here to enter text.*

**Timeline** (using template)

* Please indicate the lead time required to set up project once funding is approved or clearly state the intended start and end date of the project

|  |  |
| --- | --- |
| **Quarter** | **Action** *(including proposed deliverables to be achieved)* |
| **1** | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. |
| **4** | Click or tap here to enter text. |

**Staffing arrangements**

* Role of workers

*Click or tap here to enter text.*

**Management of the project**

* Management of project. Who will oversee the project and be the main point of contact for WCC.

*Click or tap here to enter text.*

**Funding**

* Detailed breakdown of expenditure (using the template included at the end of the document). Please note that funding will be paid in **arrears**, on a **quarterly basis**, on the receipt of the relevant monitoring information (**inc. evidence of spend**).
* Details of any additional external funding that will contribute to project costs (where applicable)
* Details of in-kind ‘funding’ that will contribute to project costs (where applicable)
* Whether or not residents will be required to pay to participate

*Click or tap here to enter text.*

**Monitoring and Evaluation**

* How will the project outcomes be measured
* What monitoring information will be collected and kept?

*Click or tap here to enter text.*

**Proposed pricing schedule 2019/20**

Note: Items listed below are intended as examples only, please amend as applicable for your project.

If your project requires funding beyond March 2020, please add additional columns, or amend the dates in the table as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **Quarter 1**  *(April – June 2019)* | **Quarter 2**  *(July – September 2019)* | **Quarter 3**  *(October – December 2019)* | **Quarter 4**  *(January – March 2020)* | **ITEM-BY-ITEM TOTAL** |
| ***E.g. Salary***  *(Provide details)* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***E.g. Recruitment*** *(Provide details)* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***E.g. Venue costs***  *(Provide details)* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***E. g. Speakers/activity***  *(Provide details)* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***E.g. Refreshments***  *(Provide details)* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***E.g. Publicity***  *Please note that publicity costs should not be more than 15% of the total project cost* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***E.g. Management & on-costs*** *Please note that management fees must not exceed 10%* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |