

# Age Friendly Fund Project Plan Template 2025

Use this Project Plan Template to explain clearly how you will deliver your project. The panel will use this information to assess your application.

You can adapt this template by adding or removing lines as needed. You may also submit your Project Plan in another format (e.g., in Excel). Include your Project Plan with your application.

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| **Project Details** |
| **Organisation**  |  |
| **Project Manager** |  |
| **Project name** |  |

Projects should start after 1 January 2026 and finish by 31 December 2026. This ensures your grant can be approved, and payment arranged, in time.

## Project objectives

Include all project objectives and indicate how you will measure whether each objective has been met. Insert or delete lines as needed.

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| **Project Objectives**  | **How You Will Measure Them** |
| 1. |  |
| 2. |  |
| 3. |  |

## Project Plan Timeline

Clearly describe each phase or activity of your project, including who is responsible, key dates, and deliverables. You can add or remove lines as needed. Instructions are provided under each column heading.

|  |  |  |  |
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| **Project Phases And Activities**  | **Person Responsible**  | **Key Milestones**  | **Deliverables**  |
| Guide: Describe all phases or key activities in your project | Add the name or role of the person responsible for delivery of each phase/activity | Add the date for when each phase and activity are due to be completed | Describe the key deliverables for each phase and activity, e.g., survey completion. |
| **Phase 1:** (Enter the title of phase, e.g., Planning) |  |  |  |
| Activity 1: |  |  |  |
| Activity 2: |  |  |  |
| Activity 3:  |  |  |  |
| Activity 4: |  |  |  |
|  |  |  |  |
| **Phase 2:** |  |  |  |
| Activity 1: |  |  |  |
| Activity 2: |  |  |  |
| Activity 3:  |  |  |  |
| Activity 4:  |  |  |  |
|  |  |  |  |
| **Phase 3:** |  |  |  |
| Activity 1:  |  |  |  |
| Activity 2: |  |  |  |
| Activity 3:  |  |  |  |
| Activity 4: (e.g., Complete the final progress report for the Office for Seniors) |  |  |  |

## Other information for the panel

Include any other relevant details that help the panel understand your project or circumstances better, such as partner organisations, community involvement, or special considerations.

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| **Notes**  |
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