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| *🡪 🡪 🡪 🡪 🡪 🡪 Your planned work 🡪 🡪 🡪 🡪 🡪* | *🡪🡪 🡪 🡪 🡪 🡪 Your intended results 🡪 🡪 🡪 🡪 🡪 🡪*  |
| Project Description *(this should be identical to the description provided in the project application form. Refer to the How-To Guide)* |
| Inputs | Outputs | Short to medium-term outcomes(timeframe) | Long-term outcomes(timeframe) |
| *< indicate the resources you will have, subject to the project receiving Commonwealth support and include evidence >**<Consider:** *People and staffing*
* *Funding*
* *Time*
* *Knowledge*
* *Networks*
* *Places and spaces*
* *Equipment*
* *Partner organisations and groups>*
 | *<Describe the activities that are part of your project. For example, what will have been done when you have finished delivering the project?\*>**\*Be careful not to confuse outputs (what is delivered) with outcomes (what changes are caused).* | *<Describe what will be different once your activities are completed? Short term outcomes would usually be expected on completion of a project, and often include changes in skills, knowledge, attitude, awareness or motivation. Medium-term outcomes may take some time to be seen, and can include changes in behaviour, practice or systems or the application of skills and knowledge.>* | *<Describe any long term outcomes as a result of your project being completed. This should link to your goal statement and resolve the issue in your problem statement.>* |
| Assumptions | External factors | Relevant risk assessment and/or risk reduction or adaptation plans |
| *<indicate* w*hat unexamined beliefs you may have about how or why the project will work. This could be assumptions around the participants, engagement, activities etc>.* | *<indicate what is outside of your control but could impact your project, e.g. political, social, cultural and geographic environments that influence project delivery and outcomes.>* | *<identify any risk assessments and/or disaster risk reduction or adaptation plans that underpin or otherwise relate to the project. Evidence of these may be provided as an optional attachment and may be requested by the Assessment Panel>*  |