

AdvantAGE: Draft Project business plan requirements

If your application is successful and we award you a grant we will send detailed guidance on what we require in a project business plan. You must send us a detailed project business plan for your project as a condition of the grant and we will need to review and approve this.

Our project business plan requirements are summarised below. You may have enough resources and expertise within your organisation to produce the project business plan but you can ask for up to **one** per cent of the total amount you are requesting from us to be used to help develop it.

This summary is just for information at this stage and some details may change when we send detailed guidance following a grant award.

Please do not send a project business plan with your application.

Executive summary

A summary of the most important features of your project.

Organisation summary

An outline of your organisation's aims, objectives and legal status, the organisations and people you work with and details of other similar projects you have run.

Project background

An explanation of how the project has been developed so far and any relevant studies or research that has been carried out.

Strategic context

The aims and objectives of your project, including the need that your project aims to address, the outcomes and benefits of your project and how your project will achieve this.

Project delivery

Detailed information about the project, including the services, activities or facilities it will provide and a project plan or timetable. A signed project delivery agreement with any project delivery partner named in your application.

Project resources

A description of the staff, management, supervision, partnership and volunteer resources you will need and how the project will be managed.

Project costs

A detailed breakdown of the capital and revenue costs for the project.

Financial appraisal

An explanation of all the financial implications of the project, including income and expenditure requirements and any assumptions made.

Marketing and communications strategy

The methods that will be used to publicise your achievements and who the target audience is.

Monitoring and evaluation

How the project will be monitored and evaluated.

Lasting impact plan

A detailed plan demonstrating how you will ensure that your project and its outcomes have a lasting and positive impact when your grant ends.

Sustainable development

Details of how your project will work toward sustainable development. Sustainable development is about finding ways of addressing social, economic and environmental issues in an integrated way.

Risk analysis

An assessment of the risks associated with the project and any threats to it.

Supporting information

Key details that support your business plan

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