**Project Planning Tool**

This is a planning tool only, which is intended to assist your club to plan and deliver a project under the *Get Going Clubs* program. Completion of this tool does not constitute a grant application for *Get Going Clubs*.

For further information about the program, including the guidelines and how to apply, please refer to the department’s website at [www.qld.gov.au/recreation/sports/funding/getinthegame/getgoing/apply/](http://www.qld.gov.au/recreation/sports/funding/getinthegame/getgoing/apply/).

|  |  |
| --- | --- |
| **Organisation name** |       |
| **SRS Regional contact** |       |
| **SRS Meeting details (date/location)** |       |

|  |  |
| --- | --- |
| Organisation readiness to apply |  |
| Is the organisation’s primary purpose sport or active recreation (as stated as an objective in the organisation’s constitution)? | [ ]  |
| Was the organisation approved funding under Round 5 of *Get Going Clubs*? If so, the organisation may not be eligible to apply for Round 6 of the program. Refer to the program guidelines for details. | [ ]  |
| Check the organisation is incorporated and has no outstanding requirements with the Office of Fair Trading (OFT). Any issues should be discussed with OFT and rectified if approved for funding. | [ ]  |
| Ensure the organisation’s bank account name is identical to the legal incorporated name. | [ ]  |
| Has the organisation developed a Project Action Plan? (refer to template below) | [ ]  |
| Has the organisation contacted a Sport and Recreation Services advisor?  | [ ]  |
| Has the organisation obtained committee/board approval for the project? | [ ]  |
| Ensure the application is submitted before the program close date (29 June 2018). | [ ]  |

**Planning your project**

|  |  |  |
| --- | --- | --- |
| Question | Response | *Examples* |
| **Why** |
| What are the key problems, issues, opportunities or gaps in existing services/programs? This will determine the need for the project. |       | *We have 10 teams, however there are only 5 qualified coaches.*  |
| Identify the possible solutions by:* reviewing the free workshops and training provided by at [www.qld.gov.au/recreation/sports/volunteers-coaches/](http://www.qld.gov.au/recreation/sports/volunteers-coaches/) to see if there are opportunities through this first
* talking to members or other clubs
* undertaking participant or volunteer survey
* desktop research (for example register for free at <https://www.clearinghouseforsport.gov.au/knowledge_base>)
* getting advice from an industry professional or the State Level Organisation (SLO)
* referencing a strategic plan
 |       | *Volunteers require accreditation to feel confident and qualified in their role as a coach. This has been confirmed via a coaching survey completed on X. The club also needs to meet the requirements of our SLO as outlined within its strategic plan (Dec 2017). Three other clubs in the area have indicated they also require Level 2 coaching accreditation training. We will be applying on behalf of organisations ABC, 123 and XYZ.* |
| **Who** |
| Identify the target audience |       | *20 new coaching volunteers.* |
| Identify key members of the organisation who will assist to plan and deliver the project |       | *Treasurer and Head Coach from organisations ABC, 123, XYZ.* |
| Who else may benefit from being involved in the project or could help deliver it? |       | *Three other clubs and 20 volunteers will be involved in the project. A representative from each club will coordinate the training requirements for their respective club and we will coordinate directly with the training provider.*  |
| **What** |
| What is the scope of the project? |       | *Provide Level 2 coaching accreditation training for 20 new coaching volunteers over X weeks.* |
| What will be achieved at the end of the project? |       | *A qualified coach for each team (per club involved), with some available as reserves and to act as mentors.* |
| Which objective of the *Get Going Clubs* program does the project meet? | Select an objective |
| **Where** |
| Where is the best place for the project to be undertaken?  |       | *The training is going to be delivered at X. This is to allow all of the clubs in the area to attend the training at the most central location.*  |
| **When** |
| Complete the Project Action Plan (on the next page) |

**PROJECT ACTION PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Responsibility** | **Resources (cost/budget)** | **Estimated start date****(dd/mm/year)** | **Estimated finish date****(dd/mm/year)** |
| Outline the key tasks, responsibilities, resources, costs and timeframes to deliver the project. Consider how you will communicate with any key stakeholders. |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |
|       |       | $      |       |       |

**Project Name:**

*Note: Your organisation may wish to attach this Project Action Plan with your Get Going Clubs application.*