Project Questionnaire

# PROJECT DETAILS

1. What is the title or name of this project?
2. What is the issue the project will address?
3. Why is it important? (Justify with supporting data where possible)
4. What will the project entail?
5. How do you know this is the best approach?
6. How long will the project take?
7. When will it take place?
8. How many people will benefit from the project?
9. How will they benefit from the project?
10. What geographical area will the project serve?
11. Please complete the following table concerning the objectives of the project.

Your objectives should describe the changes the project will bring about, which should be specific and measurable. List the strategies and activities that will be used to achieve your objectives.

Finally, your evaluation should measure the achievement of your objectives. Ensure each strategy is addressed.

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| --- | --- | --- |
| **OBJECTIVES**  What are you wanting to achieve? | **STRATEGIES**  How will you achieve it? | **EVALUATION**  How will you know if you have achieved it? |
| ***Example:*** *Increase accessible and local information about trans young people’s experiences, clinical pathways and wellbeing related issues, and provide an opportunity to have their experiences heard and writing/art distributed in the community* | *1. through facilitating workshops that create written and visual works to create a trans youth zine*  *2. Through distributing the zine through local trans community networks like Freedom Centre, Cross Campus Queer Network et al.* | *1. The Zine will be produced (including printing and pdf formats)*  *2. the Zine will be distributed to the relevant networks and community spaces.* |
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1. How will you disseminate the results of your project back to the community, WAAC and others?
2. Will the project or aspects of the project continue after this funding is spent? If so, how?
3. Why are you / your organisation the most appropriate to undertake or lead this project?

# WORKING IN PARTNERSHIPS WITH OTHERS

Please list the details of key groups with whom you have consulted and collaborated during the development of this project (for example - local business, local government, community organisations, community, corporate sector or service groups) and indicate by ticking the box if they are directly involved in the project/event (for example - regular ongoing advice, funding etc.).

|  |  |
| --- | --- |
| **Consulted** | **Direct involvement** |
|  | Y/N |
|  | Y/N |
|  | Y/N |
|  | Y/N |
|  | Y/N |

# REFEREES

Please provide contact details of at least two referees from outside of your organisation who can be contacted about this application for funds.

# BUDGET

Please provide a specific breakdown of how the money will be spent:

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| --- | --- | --- |
| **Budget Items** | **Amount requested from WAAC** | **Amount contributed in kind or by other funding source\*** |
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| **Total:** |  |  |

# OTHER DOCUMENTS

Please attach to your application any other documents you may have which demonstrate support for the project and/or expand on the information you have provided in the Project Questionnaire (eg a project plan).