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|  | **SAFAPLACE PARTNERS**  **PROJECT PLANNING FORM**  **This form is for potential Safaplace partners who are seeking Safaplace collaboration and funding. Please return completed forms to** [**SafaplaceN16@gmail.org**](mailto:SafaplaceN16@gmail.org) |

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| **Project Title Date** |

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| Goals |
| GOAL/s: What goals do you have for the project (these should be SMART) |

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| Elements of plan |
| What will you do? Describe any different strands of the plan, eg: schools activities, community plan, public engagement. |

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| Research |
| Describe research that needs to be done (some of this might be needed to inform planning, if so, note here) |

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| Team contacts |
| Who will be involved and what work they will focus on. Any key roles (coordinator etc), should be outlined |

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| Team-specific Objectives |
| Objectives/actions for each team/team member where relevant |

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| Stakeholders/partners |
| Third party supporters – individuals and organisations |

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| Community outreach |
| How the project will ensure the involvement of young people and our diverse community |

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| Equalities monitoring |
| How the project will ensure and encourage access of different groups and how this will be recorded |

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| Key messages & project communication |
| Agreed messages for the project and communications needs/planning |

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| Timeline / milestones |
| Dates by which objectives should be achieved. Key dates of importance e.g. World Mental Health Day, academic year dates etc. |

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| Risk assessment |
| Describe any possible risks or obstacles anticipated. How will these be monitored, measured or addressed? |

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| Evaluation of achievement |
| Describe when and how evaluation will take place |

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| Budget |
| Estimated breakdown of costs |

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| Governance |
| Reporting of finance and evaluation – how will this be done, and to whom (eg. Safaplace trustees and other project partners) |