Community Grants Hub
Improving your grant experience

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Activity Work Plan template - Blue text is an instruction (to be removed).

- Activity deliverables are used to manage identified risks

- The risk section is used to capture operational risks

- The budget section is used to control the budget against each listed deliverable. While budget controls may be in place through the table below, funding will only be paid to grant recipients in accordance with the payment schedule under the payment milestones design.

- The stakeholders section is used to identify other parties who are involved or impacted by the delivery of the activity and to specify controls to manage risks around how an organisation engages with other local organisations, state government agencies, etc.

Activity ID: [ACTIVITY ID]

Activity Work Plan: [Activity name]

Date AWP version is in effect: [dd/mm/yy]

Organisation name	

ACTIVITY DELIVERABLES MANDATORY			
Objective	**Deliverable**	**Timeframes**	**Measures of success**
List objectives/requirements which clearly relate to the outcomes of the activity	Specify the scope of the deliverable/requirement	Specify the timeframe for delivery	Specify the success metrics for the deliverable/requirement, including quality expectations

RISK MANAGEMENT (please note any predicted risks & related mitigation strategies) MANDATORY	
Risk	**How the risk will be managed**

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BUDGET (specifying amounts to be allocated to deliverables) MANDATORY	
Deliverable	**Budget amount**
List the deliverable as named in the table above	List the amount expected to be spent on the deliverable

STAKEHOLDERS MANDATORY		
Stakeholder	**Interest or impact**	**Engagement strategy**
Name the stakeholder (e.g. Lead agency consortium member 1, consortium member 2, consortium member 3).	Briefly describe how the stakeholder holds an interest in, or is affected by, the activity. For example: • will provide advice on the needs of people with diverse sex, sexuality and gender that have experienced domestic or family violence • is an organisation representing people from culturally and linguistically diverse backgrounds that will… Dot points are sufficient for this draft.	Briefly describe how the grant recipient and the stakeholder are expected to interact, so as to mitigate risks around the impact or the interest. Dot points are sufficient for this draft.