SUBMISSION TEMPLATE FOR MEN'S HEALTH PROJECTS

Below is an example of a general submission template which contains the type of information usually required within a grants application. However, it is important to address the specific criteria outlined in each grants application, which may differ per funding body.

NAME OF PROJECT:

CONTACT DETAILS:
Contact name:
Position:
Phone number:
Fax:
Postal address:
E-mail:

Executive Summary
(Please provide a brief summary of the project's overall aim, target group, needs, main activities, how and why your project came about -1 page)

Partnerships
Note any other organizations involved with the project, and their contribution to the project

Background
The History of the project – how it came about. Note any other projects that have

been tried with this target group and the results. – 1 page)

Rationale

How did you know there was a need for this project? What evidence suggested a need for this project?

Aim

(A statement describing what your project is aiming to achieve, keeping in mind how your target group/community can benefit from this project?)

Objectives & Activities

Note all specific activities that will need to occur to achieve the aim, specifying: WHO will do WHAT / WHEN they will do it / HOW they will do it / with what RESOURCES

1
2
3
4
5
6
7
8

9

Timeline

For each of the objectives, show time needed from start to completion (in weeks)

1
2
3
4
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Total amount requested

$

Budget

Provide a detailed Budget covering all expected items of expenditure	
Salaries (including on-costs)	$
Equipment & supplies (computer, phones etc)	$
Office costs (photocopying, printing, paper, postage, phone calls etc	$
Travel costs	$
Premises (rent, insurance, utilities)	$
Other	$

Outline how the program will continue to provide benefits beyond the funding period

(Sustainability of the project - please describe the projects future plans and/or ways it will continue to provide benefits following its completion)

Evaluation – how you plan to show what you have done

This should detail:

WHAT you will measure to show you have achieved your objectives/ activities ("Outputs") and how you will measure the EFFECT of the activities on attendees ("Outcomes")

1. Measures to be used to show the outputs of activities.

2. Measures to be used to show the effects of activities.