



**BUILDING WOMEN‘S CAREERS**

**Project Partnerships and Governance**

Template



# Template instructions

It is a requirement that a Project Partnerships and Governance plan is completed and uploaded electronically to your grant application form.

This template allows you to directly and succinctly answer the assessment criteria and provide some key information about your project. It should complement the information provided in the application form not just duplicate it. Please note that a lack of suitable and relevant project information here may adversely affect the selection advisory panel’s appraisal of your ability to deliver a project or of its merits.

Using the templates provided simplifies the assessment process and, should your project be approved for funding, will also assist with the execution of your grant agreement. The information in these documents will be used to inform the grant agreement.

When using this template, provide information as requested in each section.

Template instructions boxes can be deleted if you wish. Please keep the Project Partnerships and Governance document to a total of 4 pages.

# Project

Complete the following table with details for the proposed project consistent with those provided in your application form.

|  |  |
| --- | --- |
| Applicant Name / Organisation: | [Insert Name or Organisation] |
| Project Title: | [Insert Project Title] |

# Partnerships and roles

List the project partners and key personnel needed to complete the proposed project in the table below. If a specific person undertaking a role has not yet been identified or employed, write TBC in the name field and outline the kind of candidate you will be employing. In the Other notes column, provide any other relevant information such as when they will be employed, or from where you will be sourcing the personnel.

## Key Personnel

| Organisation/s | Name | Project role and responsibilities | Previous and relevant experience,  skills & qualifications | Anticipated time allocated | Other notes |
| --- | --- | --- | --- | --- | --- |
| [Eg. ABCD Org.] | [Eg., Jane Citizen] | [Eg. Project Manager] | [X years experience in managing projects. Current portfolio of Y number of projects. Qualifications in ….. Project managed Z similar projects, including the XYX, which won an award for… Etc.] | [Eg 5 hours per week] | [Insert notes] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Add more or delete rows as required

# Governance

Please consider the following when providing your response and only provide as much detail as required for the size and complexity of the project.

Proposed project management

Please describe how the project is to be managed. Please include how the role and responsibilities of project partners and key personnel will contribute to the delivery of the project.

Proposed governance structure

Please focus on the governance structure for the project and provide details of organisational governance structures where relevant. Please include how project partners will collaborate and work together to deliver the project.

You can add a governance chart or provide a written description.