

Grant Awards Programme (GAP)

Information for Community and Voluntary Sector Organisations

Project Detail and Planning

Purpose of this Guidance

This guidance is designed to help you clearly describe your project so that:

- We understand what you plan to deliver
- We can assess your application fairly
- You have a clear plan to support delivery

You do not need to answer every question, but the more detail you can provide, the stronger your application will be.

1. What is your project trying to do? (Purpose and Need)

- What issue or need are you addressing?
- Why is this important locally?
- What difference will your project make?

2. What activities will take place? (Core Delivery)

- What type of activity (e.g. sessions, workshops, events)?
- How often will activities take place?
- How long will each session last?
- How many sessions will you deliver?

3. Who will take part? (Participants and Beneficiaries)

- Target group (e.g. young people, older adults, families)
- Expected number of participants
- Any specific needs or barriers (e.g. cost, access, isolation)

4. Where and how will activities be delivered?

- Venue(s) or location(s)
- Accessibility considerations
- Any delivery partners involved

5. How will the project be delivered? (People and Resources)

- Number of staff involved
- Number of volunteers
- Roles and responsibilities
- Any specialist skills required

6. When will the project take place? (Timescales)

- Start and end date
- Key milestones (if relevant)
- Frequency of delivery

7. What difference will the project make? (Outputs and Outcomes)

Outputs (what you will deliver):

- Number of sessions
- Number of participants

Outcomes (what will change):

- Improved skills
- Increased confidence
- Reduced isolation
- Better wellbeing

8. What does good delivery look like?

- What would success look like for participants?
- What feedback or evidence could you collect?

9. Changes to your project

If your project changes after funding is awarded, you must let us know.

Changes may need approval if they affect activities, participant numbers, delivery approach, or budget. Please refer to your Funding Agreement for further detail.

Worked Examples (illustrative only)

Example 1 -Youth Activity Programme:

- Weekly 2-hour sessions over 12 weeks
- 20 young people aged 12–16
- Delivered in a community cent
- 2 staff and 3 volunteers

Example 2 - Adult Learning Course:

- 8-week course, 2-hour sessions
- 12 learners
- Focus on digital skills

Example 3 - Community Cookery Programme:

- 6-week programme, weekly 3-hour sessions
- 10 participants
- Focus on healthy eating

Example 4 - Employability Programme:

- 10 sessions over 5 weeks
- 15 participants
- CV, interview, and confidence support

Example 5 - Community Events:

- 4 events over summer
- Approximately 50 participants per event
- Delivered in community spaces

Good Practice Tips

- Be clear and specific
- Focus on what will happen
- Use numbers where possible
- Keep it simple and realistic