

Detailed Work Plan for Funding Approval

1. Project Title

Enter the full title of the project.

2. Applicant Information

Organization/Team Name	_____
Contact Person	_____
Email / Phone	_____

3. Project Overview

Provide a concise summary of the project, its objectives, and the expected outcomes.

4. Objectives

- Objective 1
- Objective 2
- Objective 3

5. Work Plan and Timeline

Activity	Start Date	End Date	Responsible Person/Team
Activity 1	____ / ____ / ____	____ / ____ / ____	_____
Activity 2	____ / ____ / ____	____ / ____ / ____	_____

6. Expected Outputs/Deliverables

- Deliverable 1
- Deliverable 2

7. Budget Summary

Item	Amount (Currency)	Justification
Personnel	_____	_____
Materials/Supplies	_____	_____
Total	_____	_____

8. Monitoring and Evaluation

Describe how project progress and success will be monitored and evaluated.

9. Risks and Mitigation Strategies

- Risk 1 and mitigation plan
- Risk 2 and mitigation plan

10. Signatures

Name	Position	Signature	Date
_____	_____	_____	____/____/____

Important Notes

- Ensure all sections are completed with accurate and detailed information.
- Provide clear justifications for budget items to facilitate funding approval.
- Align work plan activities with project objectives and expected deliverables.
- Outline realistic timelines and designation of responsibilities.
- Regularly update the work plan as the project progresses or circumstances change.