

Detailed Work Plan for Funding Approval

1. Project Title

Enter the full title of the project.

2. Applicant Information

Organization/Team Name	<div></div>
Contact Person	<div></div>
Email / Phone	<div></div>

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	<div>___/___/___</div>	<div>___/___/___</div>	<div></div>
Activity 2	<div>___/___/___</div>	<div>___/___/___</div>	<div></div>

6. Expected Outputs/Deliverables

- Deliverable 1
- Deliverable 2

7. Budget Summary

Item	Amount (Currency)	Justification
Personnel	<div></div>	<div></div>
Materials/Supplies	<div></div>	<div></div>
Total	<div></div>	

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.