



Project Plan Outline

The objective of the Project Plan section of the submission is simply to affirm that you have your ducks in a row.

Specifically, that means the jury reviewing your proposal simply wants to make sure you have made a plan around a realistic assessment for what you are getting into and how to accomplish your idea.

If a group is undertaking an effort like this for the first time, the plan will help think through the elements of the project. If you are experienced in implementing projects, making this type of plan is a natural part of the process.

So this is less of an “exam paper” than it is a checklist (for you and us) that you have thought through the elements and the process you are undertaking.

Following, is simply an outline of the core elements you want to consider and submit.

The 100 Cities / 100 Memorial project team

Outline for your project plan – combined and submitted as a PDF

Include the following sections:

- Section I: Project Objective and Scope. Describe what your project is about in one or two paragraphs.
- Section II: Detail Description. Include an expansion on the restoration/conservation you intend to undertake including any special notes, issues or requirements. Take as much or as little space as you think you need, from less than a page to no more than 2 pages.
- Section III: Project timeline. What is the project implementation schedule, if the project is to be completed or provide the completion date if it is already restored.
- Section IV: Project budget. Be sure that you know broadly what it will cost. The best way to get this information is to have a good project plan, and to contact vendors to see what you may be into. You have the option to include any vendor quotes you have already received for specific work elements. Consider labor and materials. That would be labor other than volunteer labor.
- Section V: Fundraising Plan. Tell us how you intend to raise the core funding, documentation of any funds already raised, pledge letters from sponsors, organizations and/or individuals, and in general show us how you have or are raising the core donations for us to match with our grant.

Combine all sections into a single .pdf document formatted as per the competition manual regulations (ww1cc.org/100c) and upload this as part of your grant application submission.

NOTE: This information section of your submission will never be openly published or available to the public.

We will publish the creative narrative where you tell everyone about your project, but we consider this your private project info