### Neighbourhood Matching Grants - Project Planning

**Preparation**

1. **I Have an Idea!**
   - Chat with your neighbours, brainstorm and start to plan your idea, considering your audience, aim and the main components of what you would like your project/event to look like.
   - Pull together a committee of people who will help carry out the project.

2. **Grant Research**
   - Contact someone from Monash Council to talk through your idea and how to apply for funding.

**Planning**

3. **Confirm Major Details**
   - Lock in the major details of your project, which may include:
     - Location
     - Date/time
     - Project Idea/Feature.

4. **Submit Your Application**
   - Submit all necessary information and documentation with your Neighbourhood Matching Grant Application.

**Delivery**

5. **Application Successful?**
   - Receive notification of the outcome of your grant. You’re successful!
   - Or maybe you’re attracted funding from elsewhere.

6. **Confirm Final Details**
   - Lock in all details
   - Ensure all parties have the information they require before the day
   - Ensure all materials have been purchased and are ready for use
   - Consider whether you’d like the Mayor or a Councillor to attend. If you would, send them an invite at least one month out.

7. **Finalise Budget**
   - Now that you have purchased materials and confirmed all details - and been notified of funding outcomes - you can finalise your budget.

**Evaluation**

8. **Run Your Project**
   - Enjoy what you’ve created! Make sure to take some photos.

9. **Evaluate**
   - Did you meet your objectives?
   - How was the planning process?
   - Were there any concerns?
   - Prepare information for grant acquittal.

10. **Close Budget**
    - Pay any outstanding invoices, and close off the budget process.

11. **Application Acquittal**
    - Submit any documentation that may be required for acquittal of any grants you have received.