

Project Proposal Template and Guide

The following template is a guide for organisations to use for their Project Proposal to be submitted for a GLOWS Program Grant.

If you require any support in completing the proposal, please contact Glow@lowitja.org.au for assistance.

This first page does not need to be included when submitting your proposal with a grant application.

Event Title

**A project title describes the topic and provides a clear direction of your project*

Event Purpose/Objective

**Please detail the importance and need for your event and how it aligns to a key community priority. This may include research background, including what is already known or unknown on the event topic. It sets the scene for your overall event (300 words)*

Event Format

**Please detail the type of event you are proposing to hold and any logistical details including, how you will promote the event and anticipated attendance rate etc. (300 words)*

Event Details

**In this section include a short description under each heading below*

Aim and intended outcomes of the event

**What are the goals of the event and intended outcomes?*

Setting

**Will this be at your organisation or out in community? Please detail which community the event will be held in (if applicable)*

Eligibility criteria

**Who will be eligible to attend?*

Analysis and results

**How will you analyse the information you have collected to identify your research result?*

Anticipated outcomes

**What do you expect some of the outcomes to be from the event and how will this contribute to new knowledge?*

Knowledge translation

**How will you communicate research findings to community and stakeholders?*

Evaluation



**Will you be conducting any evaluation activities following the completion of your event?
If so, how will you seek feedback?*