

THE SIR ROSS AND SIR KEITH SMITH FUND

Research and Development

Project Name

(Contact Address)
(Contact Telephone No.)

(Applications will be considered in the first week of March, June, September, and December)

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1.0 Introduction

Context

A simple statement of the problem to be addressed or the opportunity which has presented itself.

2.0 Applicant

Details of the recipient of the funding. Including details for GST purposes.

3.0 Objectives

Statement of Purpose

In this section you should link the project to the purposes for which the Sir Ross and Sir Keith Smith Fund was established and attempt to document the required end result of the project.

Desired Outcomes/Objectives

This concise statement should demonstrate how the project will achieve the objectives and should be supported by a list of desired outcome(s)/project objectives.

Objectives should be stated in such a way that they are measurable, wherever possible, and include any critical success factors.

4.0 Scope

Inclusions and Exclusions

Define the boundaries of the project.

5.0 Roles and Responsibilities

Stakeholder list

List the people who may have an interest in the project's outcomes.

Project Team and responsibilities

List all members of the project team, their qualifications/experience and their responsibilities when acting within the project.

6.0 Risk Mitigation

Identify any key risk factors for the Project, and suggest mitigation strategies for each risk.

7.0 Project Approach

Process to be followed

Describe the process or methodology that will be followed in the execution of this project.

Schedule

The project milestones and their dates should be described. The full project schedule may be best included as an appendix.

8.0 Deliverables

Document those deliverables necessary to achieve the project objectives.

9.0 Resources & Expenses

Include a budget of human and financial resources required to complete the project.

Include details of any other sources of funding

10.0 Communication Plan

Include a proposal to define the mechanisms and frequency that progress on the project will be reported to the Trustee.

(The minimum requirement is an annual report by 15 November each year)

Signature:.....

Date: