

The Steel Charitable Trust

Luton Matters

Guidelines for project plans

There is no specific format or length for your project plan, but it should include the following elements:

- Background to your proposal – where the idea has come from, why it is needed and who/what purpose it will serve
- Explanation of the proposal itself including whether it ends when the funding ends or has a longevity beyond that
- Explanation of how it will be managed, monitored and evaluated over the 3-year period
- Detailed costings for your proposal
- Breakdown of actual and/or proposed sources of any other income required to fund the project
- Outline of your contingency planning

Your project plan can be submitted as a Word, Excel or PDF file and should be one document only.

Please submit your project plan via email directly to the Trustee with whom you have had contact, and cc luton@steelcharitabletrust.org.uk in your email.