**C. Project Proposal Template**

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| **HERITAGE ACTIVATION NODES – CALL FOR COLLABORATION**  **PROJECT PROPOSAL TEMPLATE**  **(PLEASE FILL IN A NEW DOCUMENT FOR EACH UNIQUE APPLICATION)** |
| **Project Brief and Summary:**  **Within 200 words, please summarise your project brief in this section to aid our assessment of your application. Not all guiding questions under each heading will be relevant to every application – feel free to emphasise some points more than others and add other points that you feel are important for us to know. If you have any documents relevant to this application, please attach them with this template in your application.** |
| **Title of Project:** |
| 1. **What is the objective and goal of your project?**  * *What are you attempting to do?* * *Who does the project influence and have an impact on? Who is the target audience of your project?* |
| 1. **What is the intended outcome(s) that you hope to achieve and impact you hope to see, by the end of the project?**  * *After the project is completed, what changes do you hope to make and see?* * *How will this project meet the HAN objectives, i.e., engage the community, rejuvenate shared spaces and/or promote learning and appreciation of the neighbourhood’s heritage?* * *How will your target audience benefit from your project?* |
| 1. **How do you plan to achieve the goals and outcomes set out for the project?**  * *What is your estimated plan and timeline?* * *What is your project duration? Is your project a one-off event (short-term) or will the project be ongoing and/or will your project commence periodically (long-term)?* * *What activities and actions need to be taken to achieve the goals that you have articulated above?* * *What is the proposed output and venue of your project?* |
| 1. **Who are the key people involved?**  * *Who is involved in your project? What are the manpower requirements of your project?* * *Who are the partners and platforms you plan to collaborate with (please include their CVs and write-ups in your submission)? How and what will they contribute to the execution of your project?* |
| 1. **What is the estimated budget of your project?**  * *Please provide a breakdown of your budget:*   + *Manpower costs (e.g. project manager, consultant, artist fees, editors, consultants, designers, developers, engineers). Summarise their fees and wages.*   + *Direct Project Costs (e.g. research, prototyping, training, testing, development, maintenance, material, production, venue rental, technical requirements, installation, hardware, software etc.).*   + *Income (e.g. sales, other grants, donations, direct sponsorships, in-kind sponsorships, etc.)* |