



Strathclyde Partnership
for Transport

People and Place

Community Fund 2025/26

Project Delivery Plan Template

Overview

Please fill out this Project Delivery Plan to support your People and Place Programme Community Grant Fund application.

You are welcome to use your own template instead of this version, however if doing this, please ensure it has all the information that we require as detailed on this form.

Please refer to the grant fund guidance for further information, and if you have any queries on how to fill out this template, please get in touch at **peopleandplaceprogramme@spt.co.uk**

Budget and Resourcing

Please fill in this budget based on cost estimates for your project. Please note we may request further information on these costings prior to awarding a grant offer.

Please breakdown any staff cost by:

- Role
- Hourly rate
- Expected time on project

Please breakdown any overhead costs by:

- Costs per month

Activity/Item	No. of units	Unit price		Total cost		Funding request		Inc VAT?	Further Info
		Revenue	Capital	Revenue	Capital	Revenue	Capital		

Total:

Please detail the source of any match funding for your project

Delivery Programme

This should detail the main project activities being carried out each month.

Any key milestones of the project can be documented in this table.

For the Monitoring & Evaluation row, please add in any planned:

- Surveys
- Stakeholder engagement
- Data gathering

Risk Register

Please fill out this risk register with any risks relating to your project. This could include:

- Staffing risks
- Communication risks
- Financial risks
- Timeline risks

If you have carried out a risk register for the project in a different format, please submit this alongside your application.

Responses should address the risks as much as possible. Please note these risks should be potential barriers to delivering the project rather than existing issues.

