# 2025-26 Multicultural Festivals and Events (MFE) Program

Project Plan Template

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| --- | --- |
| Event Name: | Applicant Organisation: |
| Contact Person: | Contact Email: |

This project plan is mandatory for all medium and large stream applications.

**You must use this MFE template in your application. Alternate formats or documents (e.g. running sheets or risk plans or other templates) will not be assessed or scored.**

Use this template to detail your intended project plan activities by filling out the table.

Across all parts of the event cycle (pre-event, at-event and post-event) you need to outline:

* Tasks that will be undertaken during the planning and delivery of your festival or event
* A timeline and a list of who is responsible to deliver each task

For large stream applicants, attaching a detailed project plan will ensure a stronger merit assessment score and impact how much funding you receive.

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| Stage/Deliverable  (What needs to be done? List items in the order they will be done. For example – create event schedule, marketing/promotion) | Type and Description of Activities  (How will you do it? Add individual steps. For example – identify event committee, meet weekly, secure promotion on Council website, launch social media promotion etc) | Who  (Who will be responsible for this task? For example – Project Manager, volunteer, Treasurer) | Timeframe  (How long will it take? For example – 1 day, 3 weeks) |
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We acknowledge the Traditional Owners of Country throughout Victoria and pay our respect to them, their culture, and their Elders past and present.

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