



# Activity Scoping Template

This template is provided to assist you in scoping your activity.

Completing this template is not compulsory but it may assist you in preparing your grant application. If you have any questions or require assistance regarding this template or Penrith City Council Community Funding, please contact us at 4732 7777 or refer to the [Grants - Penrith City Council \(nsw.gov.au\)](https://www.nsw.gov.au/grants) webpage for contact information specific to each funding opportunity.

<b>Proposed Activity Title:</b>	
<b>Applicant/Organisation Name:</b>	
<b>Activity Start Date:</b>	<b>Activity End Date:</b>
<b>Funding Amount Requested:</b>	<b>Name of Requested Grant:</b>
<b>Short Activity Description:</b> (Please limit to 200 words or less)	
<b>Anticipated Outcomes:</b> (Please limit to 200 words or less. What do you expect will be the outcome/s of your activity?)	



**Measures of Success:** (Please limit to 200 words or less. How will your proposed activity meet this objective/s?)

**Focus Community:** (Please limit to 200 words or less. Who is the intended focus community of your activity? How does your activity address the specific needs of your focus community?)

**Assumptions, dependencies, and constraints:** (assumptions e.g. specific resources available) (constraints e.g. timeframes, budget)

**Budget:** (Please use the [Budget Template](#) to assist you in completing your activity budget.)

**Risk Assessment:** (Please use the [Risk Assessment Template](#) to assist you in completing your activity budget. Completing this template is not compulsory but it may assist you in managing tasks associated with your activity.)