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| MAUK Project Proposal Form |
|  | Proposal submitted by: |  |
|  | Team |  |
|  | Project Title |  |
|  | Name of Project Lead |  |
|  | Number of volunteers involved  |  |
|  | Names of other volunteers |  |
|  | Duration of the project (i.e. 1 month, 1 day) |  |
|  | Day and Date |  |
|  | Time |  |
|  | Venue |  |
|  | Expected number of audiences |  |
|  | Expected number of performers |  |
|  | What is the purpose of this project? |
|  | What impact will this project have on MAUK? |
|  | Who are you target audience/service users of this project?  |
|  | Who have you consulted about this project? i.e. local community, experts in the field, your team |
|  | What marketing strategies do you intend to use to promote this project? |
|  | How will you ensure active participation of volunteers in planning, decision making and execution of the project? |
|  | How will you ensure that preparations are progressing in a timely manner? |
|  | How do you plan to identify and mitigate any potential risks to those involved in this project?  |
|  | How will you evaluate the success of the project? |
|  | How do you plan to gather feedback from service users and others who comes in contact with your team during this project? |
|  | Projected Income | Projected Expenditure |
|  | a | Ticket Sales/Admission fee |  | a | Venue |  |
|  | b | Donation |  | b | Sound & Light |  |
|  | c | Sponsorship |  | c | Volunteer expense |  |
|  | e | Raffle |  | d | Performers fee |  |
|  | d | Sale from stalls |  | e | Rehearsal expense |  |
|  | f | Grant |  | f | Printing and publicity |  |
|  | g | Others (Pls specify) |  | g | Training fee |  |
|  | h |  |  | h | Others (Pls specify) |  |
|  | i |  |  | i |  |  |
|  | j |  |  | j |  |  |
|  | What are your contingency plans if there is a shortfall in income?  |
|  | Please note FINAL ACCOUNTS and EVALUATION REPORT must be submitted to the board within 21 days following the completion of the project/activity |