

### MAUK Project Proposal Form

Proposal submitted by:			
Team			
Project Title			
Name of Project Lead			
Number of volunteers involved			
Names of other volunteers (All volunteers must be MAUK members or obtain membership within 4 weeks of becoming a volunteer)			
Names of any specialists/consultants involved			
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/ beneficiaries 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	Consultant fee
i		i	Others (Pls specify)
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 of the completion of the project/activity			

