**Community Grants example project plan**

Project: Language playgroup

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| **What**  | **When** | **Who** |
| Venue booking | December  | Volunteer committee |
| Contact potential facilitators and confirm | January | Volunteer committee |
| Research and purchase reading resources | December - January | Volunteer committee |
| Promotional posters* Create and distribute
 | January and April | Volunteer committee |
| Promotion via social media | January - June | Volunteer committee |
| Promotion via newsletter | January - June | Volunteer committee |
| Book equipment:* Baby gym
* Sound equipment
 | January | Volunteer committee |
| Language playgroup sessions | Terms 1 and 2  | 1 x paid facilitator |
| Prepare parent survey for final session | May | Volunteer committee |
| Debrief | July | Volunteer committee |
| Acquittal | October | Volunteer committee |