



## Project/Idea Proposal Template

If you have a suggestion, idea or project that you would like to propose, we would love to hear about it! Due to the time limitations of Directors and Coordinators, all proposals must be detailed and researched thoroughly. Proposals that meet this criteria will be assessed by Directors and/or Coordinators and addressed at the relevant Director or Coordinator meeting. Please note that due to limited time and resources, not all proposals will be implemented.

When complete, send this to [secretary@thoughtfulfoods.org.au](mailto:secretary@thoughtfulfoods.org.au)

**Proposal by:** [name of individual/group]

Date of proposal:

### Proposal outline

Give a high level summary of your project/idea and briefly answer who, what, where, when, why.

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### Have you spoken to a Coordinator or Director about your project/idea?

If you have selected **No**, it may be worth reaching out to a Coordinator or Director to help assess the initial feasibility of your project/idea.

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☐ **Yes — Coordinator/Director Name:**

☐ **No** - consider reaching out to [secretary@thoughtfulfoods.org.au](mailto:secretary@thoughtfulfoods.org.au)

## **Benefit to Thoughtful Foods**

This can include things such as revenue, community building, promotion etc.

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## **Alignment with Thoughtful Foods' values and constitution**

Familiarise yourself with the Thoughtful Foods constitution and all policies relevant to this project (<https://www.thoughtfulfoods.org.au/policies>) before proceeding any further. Please reach out to a Director or Coordinator if you have any questions.

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## **Materials needed**

What items (software and promotional materials included) will be needed for this project/idea and where can they be sourced from (if not currently available at Thoughtful Foods)?

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## **Financial implications and budget outline**

Are there any financial impacts or costs associated with this proposal?

Detail the cost of everything that must be purchased for the idea/project such as materials, software, fees etc and also present the total amount required. Include all quotes and/or links to prices in the Evidence column.

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Item	Amount \$	Evidence
	\$	
	\$	
<b>BUDGET TOTAL:</b>	\$	

## Timeline

Consider how long the project will last, the implementation timeline, and any detailed schedules for events or tasks associated with the project/idea.

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## Volunteers and people

How many volunteers will be needed to implement the idea/project and who else may need to be involved. Specify any additional training that may be necessary for the volunteers involved.

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## Risks to Thoughtful Foods or our volunteers

Please specify any risks that the project may pose to Thoughtful Foods or our volunteers, such as heavy lifting for a big stall. Consider how these risks could be mitigated if the project/proposal went ahead.

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