

# What Should be Included in my Project Plan?

Tip: before writing your project plan, carefully go [through the assessment criteria in the scheme \(page 7\)](#)

## For Literary Creators:

- **What will you be doing and when?** Describe your project, your schedule and what you want to achieve.
- **What have you already done?** Tell us about your previous work and which project you are most proud of.
- **Who will help?** Name your supervisors, editors and/or translators. Describe their background, experience, and why you have chosen them.
- **Who is your target audience?** Describe your audience and how you will reach them.
- **Why is your project relevant?** What is the added value of the project for literature in the Caribbean region?
- **How will you spend the grant?** Indicate what you will need money for (e.g. coaching, editing, performance, travel expenses) and explain how you did arrive at those amounts.

## For Organisations:

- **What does your organisation do?** Describe your organisation's mission, scope and previous activities or programmes.
- **What do you want to do and when?** Describe the project, schedule and how you will measure results.
- **Who is your target audience?** Describe your audience and how you will reach them (e.g. through newspapers, social media).
- **Why is your project relevant?** Explain how the project contributes to literature in the Caribbean region.
- **Who are your collaboration partners?** Name partners your organisation will be collaborating with and describe their role in the project.
- **How will the project be realised financially?** Demonstrate that the project is financially viable: mention any other income and how you have determined the fees or amounts (to makers et al).