WORK PLAN

SAMPLE TEMPLATE	**Instructions for Applicants:** 1. The work plan and project implementation timeline constitute a mandstory Annex to the application submitted under "....." grant programme. 2. Please fill in the template in accordance with the specific characteristics and requirements of your Project for participation in the Foundation's grant programme. 3. For ease of use, applicants are advised to use the landscape orientation of the document. 4. Please pay attention! The information provided in the work plan must correspond to the data specified in the project budget.

Grant prpgramme:	
Grant call (LOT):	
Project title:	
Project starting date:	
Project completion date:	

Event, type of activity (to be filled in according to project needs)	**Month of the project implementation**						**Responsible team member**	**Indicators for checking the implementation of the activity**	**Activity budget (UAH)**
	June 2026	**July 2026**	**August 2026**	**September 2026**	**October 2026**	**November 2026**			
1. Formalizing contractual relationships with team members									
1.1.									
2. Preparation for product / event creation									
2.1. Preparation of materials									
2.2.									
3. Holding the event									
3.1.									
4. Product development									
4.1. ...									
5. Communication and outreach									
5.1. Publication of press release									
5.2.									
6. Preparation of reports									
6.1. Preparation of financial reports									
6.2. Preparation of narrative reports									
6.3. Preparation of the auditor's report									
7.									