

Attachment B - Community Project Proposal Application Form	
<b>Project title</b>	Click here to enter text.
<b>Council Asset</b> <i>Name, description of Council Asset or Land</i>	Click here to enter text.
<b>Location</b> <i>Street Address, include site plan/location diagram if necessary</i>	Click here to enter text.
Group Name and Contact Details	
Name of Organisation	Click here to enter text.
ABN (if applicable)	Click here to enter text.
Incorporated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name for Project	Click here to enter text.
Mailing Address	Click here to enter text.
Phone Number	Click here to enter text.
Email Address	Click here to enter text.
Proposal Description	
<b>a) Details of proposed works</b> <i>Attach relevant concept drawings, plans, designs, and/or photos is applicable.</i>	Click here to enter text.

Ensure all fields have been filled out correctly.

Please tick  the appropriate boxes.

Once your application is received a Council Officer will contact you if further information is required

<p><b>b) Project Rationale</b> <i>Provide supporting justification for the proposed works e.g. main users, need for facilities, value add to existing (attach additional information as required).</i></p>	<p>Click here to enter text.</p>																								
<p><b>c) Proposal Issues/Risks</b> <i>Provide details of known or potential issues/risks associated with the project e.g. WHS, Environmental, ongoing maintenance, other users/stakeholders.</i></p>	<p>Click here to enter text.</p>																								
<p><b>d) Proposal Timeline</b> <i>Detail proposed program for proposal development and delivery</i></p>	<p>Click here to enter text.</p>																								
<p><b>e) Proposed Budget Estimate</b> <i>Details of budget estimate for proposal. Provide details of proposed funding. <b>Attach quotes</b> or other estimates as applicable.</i></p> <p><i>NB – If your group is applying for funding or grants please speak to a Council Officer prior to lodging the application.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Income</b></td> </tr> <tr> <td>Fundraising</td> <td></td> </tr> <tr> <td>Grants</td> <td></td> </tr> <tr> <td>In Kind</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total Income</b></td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td colspan="2"><b>Expenditure</b></td> </tr> <tr> <td>Insert Detail</td> <td></td> </tr> <tr> <td>Insert Detail</td> <td></td> </tr> <tr> <td><b>Total Expenditure</b></td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td><b>Amount sought from Council</b></td> <td style="text-align: right;">\$</td> </tr> </table> <p>Click here to enter text.</p>	<b>Income</b>		Fundraising		Grants		In Kind		Other		<b>Total Income</b>	\$ -	<b>Expenditure</b>		Insert Detail		Insert Detail		<b>Total Expenditure</b>	\$ -	<b>Total</b>	\$ -	<b>Amount sought from Council</b>	\$
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Council Resource Request Checklist			
	Nil	Guidance Only	Council to maintain
<b>Project Development</b>			
• Stakeholder engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• WHS management (Including environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Access Considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Environmental and heritage considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Aboriginal/Indigenous cultural heritage considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Delivery</b>			
• Procurement procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Volunteer management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• WH&S procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Accessibility requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Environmental, cultural and heritage management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic and pedestrian management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Site Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Post Delivery</b>			
• Ongoing asset management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:**

1. Where Council management is requested all applicable Council procedures must be fully adhered to.
2. Where Council management is requested, Council business requirements will dictate timing of resource availability/allocation to the proposed request.

<p><b>Additional Information</b> Attach any additional information relevant to this proposal in an attachment e.g. plans, pictures etc.</p>	<p>Click here to enter text.</p>
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A detailed project plan (refer to project development checklist) will be required once approval to proceed is given.

<b>OFFICE USE ONLY</b>	Receipt No	<input type="text"/>	Receipt Date	<input type="text"/>
	BVSC Staff	<input type="text"/>	Allocation Work Order No.	<input type="text"/>
<b>BVSC Comments/Notes</b> Click here to enter text.				