

Community Project Proposal 2024/25

Form Preview

SECTION A: Application Information

Throughout the year Moira Shire Council provides the opportunity for local residents and community organisations to present project ideas to council. The first step in the project proposal process is to register your fully scoped idea via this form.

Council will consider such projects as minor and major infrastructure works, sustainability projects, arts projects, community programs and events. Each submission is considered on its own merits.

For assistance with your application, to book a one on one session or if you have inadvertently submitted and need to add or edit information please contact Moira Shire Council, Community Wellbeing Team on (03) 5871 9222.

SECTION B: Contact Details

*** indicates a required field**

Contact Details

Applicant Name: *

Organisation Name

Applicant Postal Address: *

Address

Suburb State Postcode

Must be an Australian postcode.

Applicant Email: *

Must be an email address.

Applicant Phone Number: *

Must be an Australian phone number.

Name of Community Group (if applicable): *

Organisation Name

Community Project Proposal 2024/25

Form Preview

SECTION C: Project Details

* indicates a required field

Type of Project

Please select the box below that best represents your project: *

- ☐ New facility / asset
- ☐ Expansion of existing facility / asset
- ☐ Renewal of existing facility / asset
- ☐ Upgrade of existing facility / asset
- ☐ Combination of Upgrade and Renewal of existing facility / asset
- ☐ Maintenance of an existing facility / asset
- ☐ Public Art
- ☐ Event
- ☐ Storage
- ☐ Program
- ☐ Other

No more than 3 choices may be selected.

Project Information

Project Title: *

Must be no more than 10 words.

Describe the proposed project (what do you want to do): *

Location of proposed project (name): *

Have you received in-principle landowner consent? *

- ☐ Yes
- ☐ No

If yes, please upload letter of support:

Attach a file:

Address of proposed project (if known):

Address

Suburb State Postcode

Community Project Proposal 2024/25

Form Preview

Please attach a copy of the site plan with details (if applicable):

Attach a file:

Drawings, plans or related documents that describe or support your project.

Is your group the only beneficiary of the project? *

- ☐ Yes
☐ No
☐ Not Applicable

Have you got support from the impacted stakeholder/s and/or the Community Asset Committee (if applicable)? *

- ☐ Yes
☐ No
☐ Not Applicable

If yes, please upload evidence of support from the impacted stakeholder/s and/or Community Asset Committee:

Attach a file:

Is the proposed project a standalone project or does it link to other current or proposed projects? *

- ☐ Standalone
☐ Links to other current or proposed projects

If the project is staged or part of another project, what are the other components of the project?

Who are you proposing will deliver the project? *

- ☐ Community Group
☐ Community Group / Council
☐ Council
☐ Other:

Please upload any additional information or letters of support relevant to the project:

Attach a file:

Public Art

Have you read and understood the Public Art Policy? *

Community Project Proposal 2024/25

Form Preview

- ☐ Yes
- ☐ No

Public Art Policy - <https://www.moiravic.gov.au/Our-Council/Our-policies/Public-Art-Policy>

What engagement has your Community Organisation undertaken in relation to the Public Art project/event design?

Please provide details of your proposed art project/event design?

Please upload a copy of your proposed design?

Attach a file:

Storage Policy

Have you read and understood the Storage Policy? *

- ☐ Yes
- ☐ No

Storage Policy - <https://www.moiravic.gov.au/Our-Council/Our-policies/Storage-Containers-Policy>

Application Considerations

Please describe how you investigated the opportunity for building alterations, use of other existing storage options available on site (sharing facilities) or working with other site occupants to determine if a shared facility is relevant.

List the reasons that the storage facility is required (noting that valid reasons for increasing storage requirements relate to expansion of membership, increased service and not simply the accumulation of more equipment).

Describe how you will reduce and manage the visual aspects of the storage facility/container.

Describe the types and quantities of materials to be stored are why they are better suited to storage in a container rather than stored elsewhere and transported.

Community Project Proposal 2024/25

Form Preview

The size of the container in comparison to the volume of materials to be stored.

How often will the storage be used and accessed?

SECTION D: Council Plan / Strategy Links

* indicates a required field

Please select which Council Plans / Strategies your proposed project aligns to: *

- | | |
|----------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Council Plan 2021 - 2025 | <input type="checkbox"/> Recreation Reserve Master Plans |
| <input type="checkbox"/> Aquatic Facilities Strategy 2018 - 2027 | <input type="checkbox"/> Recreation Strategy 2016 - 2026 |
| <input type="checkbox"/> Arts and Culture Strategy 2020 - 2026 | <input type="checkbox"/> Recreation Vehicle Friendly Strategy |
| <input type="checkbox"/> Community Plan | <input type="checkbox"/> Wellbeing for All Ages Strategy 2021 - 2025 |
| <input type="checkbox"/> Corporate Emissions Reduction Plan 2018 - 2021 | <input type="checkbox"/> Women's Charter |
| <input type="checkbox"/> Economic Development Strategy 2019 - 2023 | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Environmental Sustainability Strategy 2017 - 2021 | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Municipal Emergency Management Plan | <input type="checkbox"/> Not Applicable 2 |

You can view Council Plans and Strategies view Councils website at <https://www.moirav.vic.gov.au/Our-Council/Our-plans-and-strategies>

Identify and list how the proposed project addresses actions from the Plans / Strategies you have selected above: *

To view Council Plans and Strategies view Councils website at www.moirav.vic.gov.au

Please list any specific links to any of the Community Plans or Recreation Reserve Master Plans you have selected above: *

SECTION E: Community Need and Consultation

* indicates a required field

Community Project Proposal 2024/25

Form Preview

Please provide evidence on why the proposed project is needed (including whether it will meet a service demand, improve efficiency of a building, improve the amenity of a building for community use or result in another outcome): *

Has the proposed project been developed due to an existing risk identified onsite? *

- ☐ Yes
☐ No
☐ Not Applicable

If yes, please provide details:

Who will benefit from the proposed project? *

Have you undertaken community consultation in relation to your proposed project? *

- ☐ Yes
☐ No

If yes, please provide a summary of the outcomes of the initial consultation:

SECTION F: Financial Details

*** indicates a required field**

Estimated Cost of Project:

\$

Must be a dollar amount.

Applicants Cash Contribution:

\$

Must be a dollar amount.

Other Contributions:

\$

Must be a dollar amount.

Community Project Proposal 2024/25

Form Preview

For financial in kind professional trade contributions please put dollar (\$) amount/value of the contribution.

Please provide details of other contributions:

Grants:

Must be a dollar amount.

Please list details of any grants you have identified as suitable?

Has the grant/s been approved? *

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Does the grant require a Council contribution and if yes, provide details:

How much are the estimate annual running / maintenance costs (if applicable):

Please attach a copy of quotes received: *

Attach a file:

SECTION G: Management and Maintenance

* indicates a required field

Who will be responsible for the ongoing management of the asset (if applicable)?

*

Who will be responsible for the running of and ongoing maintenance of the asset (if applicable): *

Please attach a copy of the Risk Management Plan developed for the proposed project works: *

Community Project Proposal 2024/25

Form Preview

Attach a file:

Section H: Insurance

* indicates a required field

Insurance

Who will be responsible for the ongoing insurance of the asset (if applicable) *

Please provide a copy of the responsible party's Certificate of Currency:

Attach a file:

This must be in the name of the project applicant, clearly state that the project is covered and to a sum of at least \$10M public liability.

Have you confirmed the cover with the insurer?:

- ☐ Yes
- ☐ No
- ☐ Not Applicable

SECTION I: Council Support Required

Please select the areas in which you are requesting Council support in respect of this proposal:

- ☐ Project Development
- ☐ Project Delivery
- ☐ Funding
- ☐ Insurance and Maintenance
- ☐ Ongoing Asset Management
- ☐ Other:

Do you have any questions for Council?

SECTION J: Application Check List and Details

* indicates a required field

Community Project Proposal 2024/25

Form Preview

To ensure your application meets eligibility requirements please check that you have completed the following information and included all documents.

Please tick the box to indicate Yes

- ☐ SECTION A: Application Information
- ☐ SECTION B: Contact Details
- ☐ SECTION C: Project Details
- ☐ SECTION D: Council Plan / Strategy Links
- ☐ SECTION E: Community Need and Consultation
- ☐ SECTION F: Financial Details
- ☐ SECTION G: Management and Maintenance
- ☐ SECTION H: Insurance
- ☐ SECTION I: Council Support Required
- ☐ SECTION J: Checklist and Declaration

Declaration

I confirm that the information in this application and the attachments are to the best of my knowledge and true and correct. I shall notify Moira Shire Council of any changes to this information or circumstances that may affect this application.

*

- ☐ Tick the box to indicate Yes

Applicant Name: *

Collection Statement:

*Council is collecting personal information for your **Community Project Proposal**. The information collected will be used for the purpose of the Community Project Proposal and/or directly related purpose. Information may be disclosed if authorised to do so by law. If you do not provide the information required, we may not be able to process your application. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website - www.moira.vic.gov.au. If you require access to the information you have provided, please contact Council.*

For more information or assistance please contact Moira Shire Council Community Wellbeing on (03) 5871 9222.