South East Queensland City Deal

Public Art Initiatives

Project Proposal

INSERT PROJECT NAME

INSERT APPLICANT NAME

INSERT VERSION

INSERT DATE

# Document information

**Document Details**

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**Document History**

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| **Version** | **Description of change** | **Changed by** | **Reviewer** | **Date** |
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| The purpose of this Project Proposal  **Information provided in the Project Proposal will be considered in assessing the suitability of the Project for funding.**  A detailed Project Proposal is required to be submitted with all Applications to the Public Art Initiatives Fund and may form part of the Project Funding Agreement if the Application is successful.  **All sections of the template must be completed. Assessment of the Application may be affected if any section of this Project Proposal is removed or not completed.**  If a section is considered not relevant to the Project, type ‘not applicable’ and provide the reason why. The rationale provided will be considered during the assessment of the Application. |

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| Instructions for using this Project Proposal template  Each section of the Project Proposal template contains a guidance box which provides instructions on how to complete that section of the template.  Whilst the guidance boxes should be deleted for the final version of the Project Proposal document, it may be useful to save a working draft with all guidance intact. This allows you to review the guidance again if any changes are required.  Information should be provided in the fields or tables in the document and/or in the Appendices—wherever it is more efficient and effective to do so.  Applicants are also encouraged to provide additional relevant information that supports or expands on information included in the Project Proposal as appendices or separate attachments. Any appendices or attachments should be clearly referred to in the body of the Project Proposal. |

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# Technical terms and acronyms

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| Please provide a definitive list of technical terms and acronyms mentioned in this Project Proposal.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |
| --- | --- |
| Term/Acronym | Meaning |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Project background

|  |
| --- |
| Provide a summary of the Project history/background.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Project definition and scope

## Project objective(s)

|  |
| --- |
| Provide details of the justification for the Project and the objectives/outcomes. *Please consider the Public Art Initiatives objectives and outcomes when drafting your response*.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## In-scope

|  |
| --- |
| Please provide a detailed description of all activities included in the Project including pre-construction (e.g. tendering, ‘for construction’ design, materials procurement, etc), construction and commissioning. Clearly identify which activities are in scope and out of scope. This information will define the Project deliverables.  NOTE: In-scope works may include both those that are Eligible Project Costs and those that are Ineligible Project Costs. Please refer to the Applicant Guidelines for eligible and ineligible project costs.  It is important to also specify any works or activities that are out of scope for the Project. This also assists in managing and avoiding scope creep. All Project works that are out of scope and not part of the Public Art Initiatives Fund Application should be listed and described in section 3.3.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Out of scope

*Insert response here*

# Project partners (if applicable)

|  |
| --- |
| If the project is being delivered with a Project Partner, provide a brief summary of:   * the partner organisation * its scope of involvement with the Project and * its experience delivering similar Community Infrastructure Projects.   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Project timeframes

|  |
| --- |
| A Gantt chart or detailed Project delivery schedule identifying anticipated timeframes for all activities relating to delivery of the Project must be submitted with the Application. Such activities may include detailed design; licencing; stakeholder or community engagment; tendering; material procurement; construction site works; and commissioning.  In addition, please complete the table in section 5.1 with high level details about the Project’s stages and activities.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

A detailed Gantt chart [**OR**] Project delivery/works schedule is attached at Appendix A. [***Delete whichever does not apply***]

## Key Project milestones and timeframes

|  |  |  |
| --- | --- | --- |
| **Key project milestone (activity)** | **Start date** | **End date** |
| *Eg, Concept design* | *1/03/2025* | *30/04/2025* |
|  |  |  |
|  |  |  |

## Project assumptions, constraints and dependencies

|  |
| --- |
| Provide details of all project assumptions, constraints and dependencies that may impact the delivery of the project.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | **Assumption** | **Date logged** | **Owner** | **Status** | **Actions/Update** |
| *1.* | *Eg, Cost of steel may increase before project commencement* | *01/03/2024* | *Bob Smith* | *Open* | *Eg, Contingency included in the budget to accommodate minor increase in material costs* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | **Constraint** | **Date logged** | **Owner** | **Status** | **Actions/Update** |
| *1.* | *Eg, Council does not have the budget to fund any shortfalls should market responses exceed the project estimate.* | *01/07/2024* | *Bob Smith* | *Open* | *Eg, Council may need to consider alternative design options to reduce the scale of installation.* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | **Dependency** | **Date logged** | **Owner** | **Status** | **Actions/Update** |
| *1.* | *Eg, Progression of earthworks is dependent upon the wet season.* | *01/07/2024* | *Bob Smith* | *Open* | *Eg, Installation timing will accommodate wet season.* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

# Project costs

## Cost breakdown

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| Please identify all expenditure/costs (excluding GST) associated with delivery of the Project including all eligible and ineligible costs.  **Note**: Project funding sought from the Public Art Initiatives Fund can only be used for eligible project costs. Any ineligible project costs must be funded by the applicant or third-party financial contributions.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete*. |

Refer to the Project Expenditure Detail template on the Department’s website and attach in Appendix B.

*Insert response here, eg “Refer Project Expenditure Detail template attached as Appendix B”*

## Cashflow forecast

|  |
| --- |
| Please detail all expenditure/costs (excluding GST) in line with key project milestone/activities related to the delivery of the project.  **Note**: do not edit or delete the formulas in the cashflow forecast template. The completed cashflow forecast must be submitted as an Excel document.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

Refer to the Project Cashflow Forecast template on the Department’s website and attach in Appendix C.

*Insert response here, eg “Refer Project Cashflow Forecast template attached as Appendix C”*

## Project financing

|  |
| --- |
| Please detail how the Applicant will fund any costs over and above the funding sought from the Public Art Initiatives Fund, any potentially ineligible project costs, and any unanticipated cost increases.  If the Applicant is making a financial contribution to the Project, please detail the internal approvals in place for the required funding.  If the Applicant has a third-party making a financial contribution to the Project, please describe and attach evidence of the third-party’s confirmation of their financial contribution.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Stakeholder management

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| --- |
| Outline the how stakeholder expectations and engagement will be managed during the Project’s delivery to ensure project is endorsed by community**,** e.g.   * communications and engagement context * First Nations engagement strategy * communications strategy, surveys etc * community consultation   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Risk management

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| Risks include major factors which could significantly influence the timing, cost or scope of the Project and associated work.  At a minimum, risks must be rated as high, medium or low. Applicants must specify the likelihood of those risks occurring and ensure that adequate and suitable risk mitigation strategies are in place.  Applicants must complete the risk identification and mitigation table below addressing all risks linked to this Project. Additional detail about any of the identified risks can also be provided below.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk identification – major factors which could significantly influence the delivery of the project. | | | |
| Risk Level: | High (H) | Medium (M) | Low (L) |
| Likelihood: | Likely (L) | Possible (P) | Unlikely (U) |

*Insert response here*

| **Risk/Issue** | **Risk Level** | **Likelihood** | **Mitigation Strategy** |
| --- | --- | --- | --- |
| *Eg. Art installation materials may not withstand saltwater exposure* | *H* | *P* | *Eg, Stainless steel will be used for all exposed elements, rated to withstand likely conditions* |
| *Eg. Installation poses climbing hazard* | *H* | *P* | *Eg, Accessible points will be located 2.5m from ground level, signage will be installed* |
| *Eg. Subject matter may be considered contentious and/or culturally inappropriate* | *H* | *P* | *Eg, Extensive community consultation will occur per Section 7 response.*  *First Nations engagement will occur per Section 7 response.* |
| *Eg. Mural may be vulnerable to vandalism* | *H* | *P* | *Eg, Specialist materials used will include protection impermeable to solvents* |
| *Eg. Costs exceed the Applicant's funding capacity* | *H* | *P* | *Eg, Contingency included in the budget to accommodate minor deviations in construction costs.*  *Contracts will include clauses regarding cost escalation and associated penalties.* |

Appendix A: Gantt chart [OR] Project delivery/works schedule **[Delete whichever does not apply]**

*Please embed a Gantt chart below or attach copy as a PDF to the Application.*

# Appendix B: Project Expenditure Detail

|  |
| --- |
| Project funding sought can only be used for eligible project costs. Refer to the Applicant Guidelines (section 2.3) for further information.  All Ineligible Project Costs must be covered by Applicant or other contributors.  Please add additional rows to the table, if required.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

# Appendix C: Cashflow forecast

*Please attach a copy of the Cashflow forecast (in the provided excel template) to the Application.*