



## How to use the Club Project Checklist

This checklist has been developed to assist community groups and sporting clubs in the Pyrenees Shire to plan facility developments and upgrades that require a funding application to be submitted by Council. This form lists the information that we will be required to address in a funding application and outlines the suggested planning process. It has been developed to ensure that potential funding applications are planned properly and have the best chance of being funded in what is a very competitive environment.

If you are planning a facility development or upgrade, download the form and work through the checklist with your committee.

Contact the appropriate council officer early in the planning stages as it is important that they are aware of your project to allow them to identify the most appropriate funding source and provide advice throughout the planning phase.

If you require further information or assistance please contact our Manager Community Wellbeing on (03) 5349 1100.

# Club Project Checklist

**PYRENEES  
SHIRE**



**PROJECT:** \_\_\_\_\_

**FACILITY:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

Task No.	Task details	Confirmed / Complete	Date & Signed	Notes
1	Club/ CoM has raised issue/development with club committee/members, and has club support			
2	Club/ CoM has raised issue/development with other facility users, and has demonstrated support of all user groups			
3	Club/ CoM has a strategic plan that includes the proposed development			
4	The proposed development is included in the relevant Community Action Plan			
5	The proposed development is included in the Pyrenees Shire Recreation Strategy.			
6	A project plan has been developed that includes timelines and allocates tasks			
7	Club discusses concept with Council officers			
8	Council officers identify appropriate funding source			
9	Council Officers discuss project with funding body to determine support & appropriateness.			
10	Council addresses the request with relevant Council departments and officers			
11	Council Officers provide briefing to Executive and Councillors			
12	Club obtains quotations for works			
13	Club confirms all in kind support for the project			
14	Club formally applies to Council in writing with; <ul style="list-style-type: none"> <li>• Final plans,</li> <li>• Written quotations,</li> <li>• A summary of the precise nature and scope of works,</li> <li>• A summary outlining the project need and purpose,</li> <li>• An indication of proposed dates &amp; times of development,</li> <li>• An identification of the proposed contractor;</li> </ul>			

15	Council negotiates, consults and/or liaises with other potentially effected and/or interested bodies (ie. Committee's of Management)			
16	Council liaises with applicant club to address and/or overcome any identified, potential problems			
17	Report is prepared for Council and Council support is gained for the project			
18	Council Officer prepares funding application			
19	Council ensures planning permits and building certificates have been obtained			
20	Council lodges funding application			