



## PLACE ENHANCEMENT GRANTS 2021 PROJECT PLAN TEMPLATE

Applicant Name:		Project Start Date:	
Project title:		Project End Date: (no later than 1 September 2022)	

Your Project Plan should clearly identify the key tasks required to deliver your project. Timeframes should be realistic and achievable. If your application is successful, this plan will inform the funding agreement you enter into with Banyule Council. Use the Comments section to include any considerations that contribute to the delivery of tasks. See Page 2 for an example plan.

Project task List key tasks in the order they will be commenced	Start date	End date	Person responsible Name, title, role & experience	Comments If required
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**EXAMPLE PROJECT: Installation of a mural which is positioned alongside a busy public space.**

<b>Project task</b> List key tasks in the order they will be commenced	<b>Start date</b>	<b>End date</b>	<b>Person responsible</b> Title, role & experience	<b>Comments</b> Detail considerations behind this task
1. <i>Contact Local Laws at Banyule Council to apply for a Permit to Occupy Space to assist with shopfront work</i>	15/12/2021	23/12/2021	John Citizen: Business Owner with Local Laws Team at Banyule Council	Mural is positioned alongside an area of high public use and will need to be sectioned off from the public during installation.
2. <i>Submit all designs and permit approvals to council</i>	5/1/2022	5/1/2022	John Citizen: Business Owner with Local Laws Team at Banyule Council	John to complete via SmartyGrants portal
3. <i>Project planning (once grant has been confirmed &amp; funding agreement is signed).</i>	12/1/2022	12/1/2022	John Citizen: Business Owner	Liaise with landlord Mary Stevens to confirm details of project
4. <i>Commencement of Graffiti Removal</i>	13/1/2022	13/1/2022	John Citizen: Business Owner and Graffiti R Us business owner Sam Dwyer	John to engage Sam Dwyer to remove existing graffiti on neighbouring wall
5. <i>Commission artist to paint mural</i>	19/1/2022	29/1/2022	John Citizen: Business Owner and artist Eddy Smith	John to liaise with Eddy Smith and finalise a design. John to email designs to Mary as per agreement. Eddy to purchase paints.
6. <i>Paint Mural – Stage 1</i>	1/2/2022	28/2/2022	John Citizen: Business Owner and artist Eddy Smith	John to meet Eddy on site and Eddy to complete stage 1 of the mural – weather dependent
7. <i>Paint Mural – Stage 2</i>	15/2/2022	15/3/2022	John Citizen: Business Owner and artist Eddy Smith	John to meet Eddy on site and Eddy to complete stage 2 of the mural – weather dependent
8. <i>Apply anti- graffiti coating to mural</i>	15/3/2022	20/3/2022	John Citizen: Business Owner and Graffiti R Us business owner Sam Dwyer	John to liaise with Sam Dwyer once the mural is complete. Sam to complete coating application
9. <i>Regular inspections</i>	15/4/2022	ongoing	John Citizen: Business Owner	Inspect mural and action any touch ups or removal of graffiti tags by contacting Sam or Eddy
10. <i>Measure project impact and submit final report</i>	20/8/2022	20/8/2022	John Citizen: Business Owner	John to submit final acquittal report to council