

Bass Coast Shire Council - Grants Project Template

Grant Application Number:	
Applicant Organisation:	
Project Name:	
Project Start Date:	
Project Finish Date:	

Key Activities	Who to Complete	Date Start	Date Complete
----------------	-----------------	------------	---------------

PRE PLANNING PHASE *Building project activity examples:* planning approval, site plan, floor plan, structural design, energy audit, costing - quotes/estimates

IMPLEMENTATION PHASE *Building project activity examples:* funding secured, verify quotes and estimates, conduct a tender, appoint a contractor/s, secure contracts, oversee and monitor project implementation including OHS and risk management

FINALISATION PHASE *Building project activity examples:* quality inspections, operational and maintenance manuals, finalise project invoicing, collect certificates of compliance, obtain relevant building sign-offs, fire safety plan in place

Name and Title of Council Officer contacted:

Date: