

## Guidance Notes

### Question 2

Provide information on who owns the land on which the project or program is proposed. Land ownership that requires written approval includes Private sites, VicRoads, Goulburn Murray Water. Please attach land owners written approval for the project prior to submitting to council for approval.

### Question 3

Refer to the table below for definitions of categories:

Term	Definition
<b>Upgrade</b>	Raise (something) to a higher standard
<b>Replacement</b>	Replacement of existing asset with the same asset
<b>Maintenance</b>	Retaining or restoring to the specified operable condition
<b>New</b>	Creation of something new
<b>Expansion</b>	Extending an existing to make larger

### Question 6

Provide information on which groups will benefit from the project and how many members the group currently has? If the proposal is designed to increase participation, detail how this will be achieved.

### Question 7

List all community groups and organisations you have consulted as part of the planning for this project.

### Question 9

Detail how the project will be financed.

S86 Committees proposing a project may be required to use contractors on the C022/17 Panel contract. Contact Council for a list of contractors available on this panel.

### Question 10

Provide details of who will be delivering the project.

### Question 11 and 12

Outline which organisation will be responsible for the ongoing management and insurance of the project once completed.

### Question 13

List who will be responsible for the ongoing maintenance of the project once completed including yearly cost prediction and ongoing task requirements.

### Question 14

Below is a list of additional supporting information that you may need to provide as part of your:

- Letters of support
- Quotes (Minimum 1)
- Plans / Specifications which provide further details on your project
- Budget breakdown
- Financial Statement showing available funds for project
- Evidence of non-cash contribution
- User groups of Council facilities need letters of support from the Committee of Management
- Minutes of meeting where project was approved (Community Group, S86 etc)