

PROPOSAL FOR WORKS



This form must be completed for any proposed changes to enhance or upgrade a City owned community asset. This proposal is valid for six months from the date submitted.

*** All fields must be completed.**

CONTACT DETAILS

Name of facility: _____
Community group name (if different to above) _____
Address: _____
Contact person: _____ Title or position: _____
Contact number: _____
Email address: _____

PROJECT DETAILS

Proposal details: *(please enter detailed project description)*

Please attach a detailed site plan including proposed location of works. Proposals with-out a site plan will not be accepted.

Is your plan attached? YES N/A

How do you anticipate this project will be funded?

FULLY SELF- FUNDED

INCLUDES GRANT

Prior to applying for a grant please contact the community and recreation unit on 5272 5272. All proposed grant details must be attached. (please indicate if you have funding related timelines)

CONTACT DETAILS

OTHER - PLEASE SPECIFY DETAILS _____

Please note: if a building permit or a DEET adjustment of premises is required (children's services only), additional time and funds may be required.

COMMITTEE DECLARATION

The committee understands that, should this project be approved, written quotes may be required for works undertaken. It is preferred that at least one contractor providing a quote should be listed as City of Greater Geelong preferred supplier?

You declare that this proposal has been passed by resolution at a committee meeting

PRE-SCHOOLS WITH AN EARLY YEARS MANAGER ONLY DECLARATION

I have consent from my early years manager to undertake the proposed works

NB this form will not be accepted without consent from your early years manager.

SUBMISSION

Please forward this proposal for works to:
Community and Recreation, City of Greater Geelong, PO box 104, Geelong VIC 3220

Email: ccadmin@geelongcity.vic.gov.au

OFFICE USE ONLY

DATE OF RECEIPT:/...../.....

SERVICE MANAGER: _____