

Project Proposal Form

Community Asset Committee Use Only

Please return this completed form to Moorabool Shire Council at:

committees@moorabool.vic.gov.au or

PO Box 18, Ballan VIC 3342



Section 1: Committee of Management details

Name of Committee:	
Name of Committee member:	
Position on Committee:	
Phone number:	
Email Address:	

Section 2: Project Proposal Details

What is the project?

Why is the project needed and what will it achieve?

How will the project be delivered and who will be involved?

Mail PO Box 18 Ballan Vic 3342

Ballan 15 Stead St Ballan

Bacchus Marsh 215 Main St Bacchus Marsh

Darley 182 Halletts Way Darley

P (03) 5366 7100

E info@moorabool.vic.gov.au

W www.moorabool.vic.gov.au

ABN 293 5275 4296



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Project Budget

Please provide an estimated budget breakdown of your project and how it will be funded.

Income Source	Income (Funds to deliver project)	
CAC contribution	\$	
Proposed source 1	\$	
Proposed source 2	\$	
	\$	
	Total income	

Expenditure item	Amount (\$)	
	Total Expenditure	

Further Budget related comments:

Please note committees will need to provide relevant permits, certificates and warranties if relevant.

Committees will also need to provide concept drawings for any capital improvements prior to works taking place. For any single purchases over \$7,500 the Committee is required to seek a minimum of three quotes to meet Council's Procurement Policy.

Approval of Project Proposal

	Council Officer
Name:	
Position:	
Signature:	
Date:	