

Project Plan

Living Heritage Grants Program

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| --- | --- | --- | --- |
| Project details |  |  |  |
| Funding Round: |  | | |
| Project No. (OPP-xxxxx): |  | VHR No.: | H |
| Project/Place Name: |  | | |

Note: while a Project Plan must be completed, this template may be used or your responses given in an alternative written format.

# Reporting Requirements

Throughout the course of your funded project, you will need to report back to the Department regarding the project’s timelines, progress and expenditure. These reports are indicated as milestones in the *Activity Deliverables and Payments Table (Item 3)* in the Victorian Common Funding Agreement that your organisation signed with the Department on commencement of the project.

These reports are:

1. **Project Plan – this template**
2. Progress Report(s)
3. Final Report
4. Outcomes Report

Templates for these reporting stages are available online at: [www.heritage.vic.gov.au/living-heritage-program](http://www.heritage.vic.gov.au/living-heritage-program)

## Tip

Ensure you refer to your Organisation’s original grant application and executed Funding Agreement to assist you in completing this Project Plan to ensure consistency between all documents.

Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Grant recipient information | |  |  |
| Organisation name: |  | | |
| Address: |  | | |
| Phone: |  | Mobile: |  |
| Email: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Primary contact information | | | |
| Name: |  | | |
| Position: |  | | |
| Phone: |  | Mobile: |
| Email: |  | | |
| Project Manager information (if applicable) | | |
| Name: |  | | |
| Organisation name (if applicable): |  | | |
| Phone: |  | Mobile: |
| Email: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Key Project Contractor contact information (add more rows as required) | | |  |
| Organisation name (if applicable): |  | | |
| Address: |  | | |
| Phone: |  | Mobile: |  |
| Email: |  | | |

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| --- |
| If any contact information has changed from your application, please provide details below: |
|  |

Project Activities, Budget & Timelines

This table is a statement of the tasks that will be undertaken during the Project and forms an essential part of the Funding Agreement. It provides a timeline for each key task and an indication of the estimated expenditure at each stage. The information in this table will inform future reporting requirements (i.e. Progress Reports) and grant payments.

Include all Project activities to be undertaken (including the identified deliverables in Item 3 of the Funding Agreement), noting the timeframe for each task (add or subtract rows as required).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Timeframe & Budget | | | |
| Project activities  (list activities in the order that they will be done) | **Estimated start**  (DD/MM/YY) | **Estimated end**  (DD/MM/YY) | **Duration**  (days) | **Estimated expenditure**  ($) |
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Your Project Plan must include ‘before’ photographs of the place or object, including images that clearly depict the risk to the place (if applicable). Images submitted through the life of the Project will be used to track progress and for promotional opportunities. Images are to be submitted as an attachment(s) and in high resolution colour JPEG or PDF format.

Project Scope & Methodology

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| --- | --- |
| Detail the activity or works you are undertaking, how the project will be managed and the methodology engaged: | |
| What are you doing?  Confirm the scope of works for the Project and describe what do you intend to do.  Projects involving the preparation of a Conservation Management Plan or other report should outline what will be included in the plan/report. |  |
| How will you do it?  Describe the project management process you will undertake including (but not limited to) management and co-ordination of contractors, site meetings, site security, protection of heritage fabric, health and safety planning etc. |  |
| Conservation Methodology  Describe the conservation approach you will take including the conservation principles and practices you will engage with – your conservation specialist or heritage advisor can advise. |  |

Risk Assessment

Outline any risks or ‘red flags’ you foresee that might delay the Project and any potential action(s) that might be taken to resolve them.

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| If any aspect of your Project is not progressing in line with the Funding Agreement please explain why and your proposed action(s) to address this (add rows as required) | |
| Potential risk: | Proposed action(s): |
|  |  |
|  |  |

Declaration

I hereby certify that to the best of my knowledge, information in this report including attached supporting documentation:

* discloses all relevant information that the Organisation is required to report on in accordance with the Funding Agreement for the Project;
* is true and correct and without false or misleading statements; and
* is provided after conducting all necessary searches, investigations and enquiries.

I acknowledge that the Department may seek from the Organisation additional information to clarify information provided in this report including any attached supporting documentation.

I have attached a Certificate of Currency for Insurances as stipulated in the Funding Agreement, if required.

Once completed, please email a scanned copy of this report including any attachments to: [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au)

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| --- | --- |
| Report prepared by: | |
| Name: | Phone: |
| Signature: | Date: |

Department of Transport and Planning approval:

|  |  |
| --- | --- |
| Report approved by: | |
| Name: | Phone: |
| Position: | Email: |
| Signature: | Date: |

# Supporting Material Checklist

Please attach supporting documents that form part of this Plan, including (but not limited to):

Photos taken ‘before’ the Project commences

Certificate of Currency of Insurances as required by the Funding Agreement (if required)

Any other attachments you think are relevant to the Project Plan (such as tender assessment documentation etc.)