###### Barkly Regional Deal - Local Community Project Fund Supporting Documents – Sample Project Plan, Risk Management Plan and Budget

**Introduction**

The following documentation has been prepared for use with the Local Community Project Fund Application (LCPF) Form to help in preparing your application. Applicants can also use alternative forms of project, management and budget plans.

The Barkly Backbone Team can explain how to fill out the application form and assist with the preparation of your application if you need some help.

Applicants are encouraged to complete the checklist below to ensure their application is complete and ready to submit.

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###### Sample Project Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name** |  | **Project Name** |  |
| **Project Description** |  |
| **Project Location** |  | **Project Cost** |  |
| **Start Date** |  | **End Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Name** | **Task Manager** | **Start Date** | **End Date** | **Note** |
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###### Sample Risk Management Plan

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| --- | --- | --- | --- |
| **Risk Name** | **Description of Risk** | **Risk Rating** | **Management Plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note on Risk Management Plan. Medium to High Risks projects should have a management plan. Risk Rating should take into account both the likelihood and impact of the risk:

|  |  |  |  |
| --- | --- | --- | --- |
| **IMPACT →****LIKELIHOOD ↓** | **Low Impact** | **Medium Impact** | **High Impact** |
| **Not Likely** | **Low** | **Medium** | **Medium** |
| **Likely** | **Low** | **Medium** | **High** |
| **Very Likely** | **Medium** | **High** | **High** |

EXAMPLE: a construction program could have the following risks:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Name** | **Description of Risk** | **Risk Rating** | **Management Plan** |
| Impact of late wet season. | Greater than expected rainfall may make access to the building site impossible for up to a month. | Medium(Likely / Medium Impact) | Construction will be timed to start in April to decrease risk of high rainfall. |
| Covid-19  | Covid-19 may be brought into the community by outside workforce. | Medium (Not Likely / High Impact) | Project will be delivered by a company with a Northern Territory Based workforce. |

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###### Sample Budget

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| --- |
| 1. **Please list each budget item of your project.** You may attach a list if the space provided is insufficient.
 |
| **Budget Item** | **Total Cost (GST exclusive)** | **GST** | **Total Cost (GST inclusive)** |
| Paint, turpentine and brushes | $1,000 | $100 | $1,100 |
| Building materials (timber, nails, screws) | $2,000 | $200 | $2,200 |
| Transport of materials | $500 | $50 | $550 |
| Labour (30 hours at $25 p/h) | $750 | $75 | $825 |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| **Total project cost:** | $4,250 | $425 | $4,675 |

In preparing your budget it is important to ensure all costs are covered and supported where relevant with quotes or tender documents.