

Placemaking Project Plan

Important notes for applicant:

- *It is recommended that, prior to submitting your plan you contact a member of the Community Placemaking Team (CPT) to discuss your project.*
- *Please read the Guidelines attached to this plan to help you through the process of planning your project.*
- *Please ensure you complete the **checklist on page 4.***

Where will your project occur?

Section I – Your details

Name of group or individual

Address: (Postal)

Contact name, phone number/s and email address

Section 2 – Your project

Where will your project take place?

What will your project be? *(please provide a description of the proposed project including sketches etc.)*

Who will be involved in your project? *(individuals , groups, volunteers or contractors)*

How will the project enhance the use of this area by the community?

What is the projected life span of the project on completion *eg permanent or up to six months.*

Section 3 - Resource requirements

Please describe what material / resources are to be used in creating your project e.g. *are these upcycled/recycled or new.*

How will the cost of the project be met? e.g. *donated resources, fundraising, donated labour time, other sources of funding (e.g. community funding, external funding agencies).*

Checklist

Please ensure you attach the completed checklist with your application.

Items Required	Yes / No
Read and understood the guidelines document	
Discussed your project with the CPT	
Have you considered H&S aspects in creating your project	
Completed Section 1 – Your details	
Completed Section 2 – Project details	
Completed Section 3 –Resource and cost requirements	
Enclosed any further documentation that may be relevant e.g. sketches, maps etc.	

Community Placemaking Team contact details

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