Community Project Development - Identify Stage

Community Project
Development Officer

Current or future year project delivery program

IDENTIFY

REGISTRATION
FILTER
MASTER LIST
SELECTION
INVESTIGATION
RECOMMENDATION
DECISION

INITIATE

Charter developed.

PLAN

Confirm how the project will be delivered.

DELIVER

'Doing' part of the project and may include design and build.

CLOSE

Closure meeting and closure report to celebrate and capture learnings.

Aim is for viable and supported project proposals leaving this stage with a detailed project outline ready for funding consideration (background, scope, costing)

Community Project Development Process



PROPOSAL REGISTRATION INITIAL **FILTER**

COMMUNITY PROPOSAL MASTER LIST

SELECTION OF PROJECTS

On-line Registration Form captures community project ideas

Accept Decline Refer

Accepted projects placed on to master list and priority order determined via Assessment Matrix

Council selection of projects for detailed investigation via **Quarterly Report**



Council decision

Working with the energy of the community



Striving to strengthen community and build capacity

Community Project Development Process – End Point



RECOMMENDATION & DECISION

PROGRESS

Refer for Funding Consideration

- Future budget
- Immediate (current year)
- Grant program

Refer to Community Funded Project Process

- Council to manage / supervise project depending on complexity
- Project management support funded via PMO Community Support Fund

Provide Letter of Support

- Community submitting direct grant application
- Council support via PMO Community Support Fund

NOT PROGRESS

Proposal Not Ready - Requires More Work (stays on master list)

- Requires further investigation (may need funds to complete more detailed investigation)
- May refer back to Service Manager for allocation to another officer

Proposal Not Ready – Timing (stays on master list)

 Timing related, may be considered at a later time or if funding ratios change

Proposal Not Viable/Supported (drops off list)

 A revised proposal may be considered in the future but would come back through the process