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| **Project Name** |  |
| **Council (s)** |  |
| **Version / Date** |  |
| **Key Contact Details** |  |
| **Project Commencement Date** |  |
| **Project Completion Date** |  |
| **Total Project Cost (ex GST)** |  |
| **Proposed Co-contribution ($ and %)** |  |
| **Funding amount requested** |  |

**Does this application meet the eligibility criteria as outlined on the QCoast2100 Website?**

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|  | Yes |  | No | If no, please provide further details below. |
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**Program Objective**

Please tick the relevant boxes below to identify what aspects of the program objective your project will meet.

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|  | Supports disaster mitigation for coastal hazard risks including through infrastructure and planning |
|  | Demonstrate innovative and cost-effective solutions including on ground works |
|  | Emphasise nature-based solutions or solutions with environmental benefits that enhance or preserve the natural character of the coast |
|  | Benefit other councils across the State through joint projects, shared learnings or actions that can inform or provide leading practice examples for other councils. |
|  | Leverage QCoast2100 funding including through partnerships, joint projects, and high co-contributions. |

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| **Note:**   * This template is to be used as a guide and may be modified to suit councils’ needs. * Should you require assistance in completing this template, please contact the Project Officer, Diwakar K C at [qcoast2100@lgaq.asn.au](mailto:qcoast2100@lgaq.asn.au) or on 07 3000 2251 |

1.0 Project Overview

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| **1.1 Project overview** |
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| **1.2 What is the purpose of the project?** |
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| **1.3 What are the project objectives?** |
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| **1.4 Please provide details of the project.** |
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| **1.5 Is this project part of, or an addition to, a previously commenced or implemented project? If so, please provide details including the state of implementation and costs incurred to date.** |
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2.0 Project Scope

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| **2.1 Please provide information about the project location, including a map of the project area.** |
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| **2.2 Please describe the expected benefits of the project to disaster mitigation, asset protection and community safety from coastal hazards. Identify the assets under threat including value, economic benefit, amenity etc).** |
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| **2.3 Does this project demonstrate innovative design or new concepts in adaptation? If yes, please provide details** |
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| **2.4 Does this project optimize conservation of the coastal environment, including adopting ‘nature based’ solutions that maintain the natural character and processes of the coast or for hard engineering solutions such as seawalls provide environmental benefits? Please provide details.** |
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| **2.5 Does this project provide a benefit to other councils in term of shared learnings, demonstration of new or novel approaches and transferrable solutions? Please provide details.** |
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| **2.6 Are the proposed works intended to protect private property as their primary or secondary purpose? Please provide details.** |
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3.0 Project development

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| **3.1 What is the current status of your CHAS (i.e. endorsed or adopted) and where is this project identified? Please include the section of Councils CHAS or Implementation Plan that this project is addressing and why this has been prioritised.** |
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| **3.2 Has there been a detailed investigation of the options to manage the coastal hazard risk at the site or of works required at the site, such as a Shoreline Erosion Management Plan. If so, is this project supported by these investigations? Please provide relevant documents as supporting material.** |
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| **3.3 What approvals (including cultural heritage) have been obtained or are required for the works? How will this impact project timelines?**  **(Attach copies or reference of all approval documents)** |
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4.0 Project Communication

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| **4.1 Please provide details of:**   * **Project management or steering committee members who will be overseeing this project** * **Proposed timeframes/intervals for management meetings** * **How Council will be informed of project progress** |
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| **4.2 Please provide details of proposed consultation with the community and Traditional Owners** |
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| **4.3 Please provide details of any planned collaboration (with local governments, key stakeholders, research organisations, universities etc.)** |
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5.0 Project Assessment

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| **5.1 Please list tangible project milestones, deliverable outputs, and timelines**  ***(Please limit to a maximum of 6 milestones)*** | | |
| **Project milestones** | **Deliverables** | **Timeline** |
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6.0 Project Funding

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| **6.1 Please provide a detailed breakdown of total project costs** (excluding GST)  *(Please identify if these are internal or external costs to council i.e. interdepartmental costs)* | | |
| **Task** | **Internal Expenditure** | **External Expenditure** |
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| **Sub-total** |  |  |
| **TOTAL** |  | |

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| **6.2 What due diligence has been undertaken to provide certainty and accuracy of project costs?** |
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| **6.3 Is there a risk of cost escalation? If so, please describe foreseeable financial risks to the project.** |
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| **6.4 Does this project include a contingency provision? If not, why not? If so, please provide further details including the basis for the contingency amount/percentage.** |
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| **6.5 Please provide the following details, where applicable:**   * **Co-contribution (cash only value) by council** * **In-kind contribution from council (this includes planning and administration costs not included in section 6.1)** |
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| **6.6 Has council sought or been provided with funding for this project from any other source, including if this project is an addition to, or subsequent phase of, an existing project? If so, identify the program and funding amount.** |
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| **6.7 Please list proposed funding payment schedule**  *(Below is a recommended payment schedule, however this may be edited to suit project requirements noting the milestone schedule should be aligned to anticipated project expenditure, activities and timelines.* ***Please limit to a maximum of 6 milestones****)* | | | |
| **Milestone** | **Deliverables Due** | **Date (Nominal)** | **Payment ($)** |
| *Commencement* | *Executed agreements* |  |  |
| *INSERT* |  |  |  |
| *Mid-project Report* | *Progress Report – Update on milestones and deliverables as outlined in “5.0 Project Assessment”* |  |  |
| *INSERT* |  |  |  |
| *Completion Report* | *Project completion report*   * *Final report summarising outcomes of the complete project.* * *Final acquittal summarising administrative / financial details of the project.* |  |  |
| *Council co-contribution* | | |  |
| *TOTAL* | | |  |

7.0 Additional Information

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| **7.1 Please provide details of the following and include attachments for insurance policies (insurance policies not required if council is a member of both LGM Queensland and Local Government Workcare):**   * **Quality Assurance processes that will be used to monitor and manage timeframes, budget, reporting and deliverables.** * **Professional indemnity insurance cover of $2,000,000 (minimum for the duration of the project).** * **Public liability insurance cover of $10,000,000 (for the duration of the project).** * **Workers’ compensation insurance and any other insurances as required by law.** |
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| **7.2 Are there any known issues, concerns or risks identified with the proposed project?** |
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| **7.3 Other information** |
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8.0 Submitting your application

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| This is a competitive bid. All projects will be assessed against the project eligibility criteria as outlined on the [QCoast2100 website](https://www.qcoast2100.com.au/implementation/implementation-1).  Project proposals must be submitted using the Program’s funding application template. However, the template may be modified to suit.  Applications must be received by 28 February 2025.  Project proposals are to be submitted via email or post to the LGAQ:  QCoast2100Program Manager  Local Government Association of Queensland  PO Box 2230  FORTITUDE VALLEY BC QLD 4006  [qcoast2100@lgaq.asn.au](mailto:qcoast2100@lgaq.asn.au)  Local governments will be notified within 30 days of the application closing date regarding the status of their applications and if successful, a funding offer and contract will be provided.  A member of the QCoast Project Team will liaise with local government representatives if any additional information is required for submission to the Board.  For any further inquiries, clarifications, or concerns, please contact the Program Manager – Emma Schofield at [emma\_schofield@lgaq.asn.au](mailto:emma_schofield@lgaq.asn.au) or 07 3000 2255. |