# Project Plan Template

Chinese Community Infrastructure Fund (CCIF)

Please provide specific details for each part of your project (separate each stage and type of works, e.g. demolition, supply and install new flooring, interior painting). **All quotes must exclude GST.**

## EXAMPLE:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Stage and type of works*** | ***Detailed description of works*** | ***Quotes received*** | ***Contractor selected*** | ***Amount of selected quote(Ex GST)*** | ***Applicant Contribution – if applicable (Ex GST)*** | ***Grant Funds to be used (Excl GST)*** | ***Expected Start Date*** | ***Expected Completion Date*** |
| *Stage 1:* *Replace kitchen floor tiles* | *The current kitchen flooring tiles are broken in places.**This has been identified as a possible safety risk as people using the kitchen may trip on the broken tiles.**The existing tiles will be removed and replaced by a qualified tradesperson* | *John Smith Tiles P/L$7,500**Fortescue Flooring P/L$9,000* | *John Smith Tiles P/L* | *$7,500* | *$2,500* | *$5,000* | *3 Feb 2025* | *14 Feb 2025* |
| *Stage 2:* *Install kitchen cupboards* | *The existing kitchen cupboards are very old, have damaged hinges and have signs of mould.* *The old kitchen cupboards will be replaced by a qualified tradesperson to provide adequate storage space for all kitchen utensils and appliances. See attached plan for specifications.* | *John Citizen Kitchens P/L$10,000**Deco-wiz Kitchen Cabinets P/L$18,000* | *John Citizen Kitchens P/L* | *$15,000* | *$5,000* | *$10,000* | *24 Feb 2025* | *28 Feb 2024* |
|  |  |  | ***TOTAL*** | ***$22,500*** | ***$7,500*** | ***$15,000*** |  |  |

## Project Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation name:** |  | **Contact person name:** |  |
| **Project name:** |  | **Contact email address:** |  |

Please provide specific details for each stage and part of the project (separate each stage and type of works, e.g. demolition / removal, preparation, installation etc.).

Please add additional rows if required.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stage and type of works** | **Detailed description of works** | **Quotes received** | **Contractor selected** | **Amount of selected quote(Ex GST)** | **Applicant Contribution – if applicable (Ex GST)** | **Grant Funds to be used (Excl GST)** | **Expected Start Date** | **Expected Completion Date** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **TOTAL** |  |  |  |  |  |