

# Placemaking Project Plan for Local Community Initiatives

## Important notes for applicant

- It is recommended that, prior to submitting your plan you contact the Community Placemaking Team (CLD) Advisor to discuss and develop your idea.
- 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 in the Waikato District will your project occur?

Describe the space and include the physical address:

## Section 1: Your details

### Name of group or individual:

List names:

### Contact details

List names, phone numbers and email addresses:

## **Section 2: Your project**

### **What will your project be?**

Describe your proposed project (include sketches):

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

For example, "New seating and shade create reasons for people to spend time there and use the space throughout the day."

Explain your reasons:

## **Who will be involved in the creation of your project?**

List individuals, groups, volunteers or contractors:

## **Who in the community supports the project?**

Tell us who relies on this shared space and can speak to the need for improvements such as local residents, community boards or committees, schools, youth groups, or sports clubs.

List groups:

## **What is the projected life span of the project on completion?**

For example, "permanent" or "up to six months".

Give a timeframe:

### **Section 3: Resource requirements**

#### **What material / resources are to be used in creating your project?**

Describe the materials and tell us if they are upcycled, recycled or new.

List the materials:

#### **How will the cost of the project be met?**

Tell us how your project will be funded, for example, donated resources, fundraising, donated labour time, community funding, or external funding agencies.

List the sources of funding:

## Checklist

Please ensure you attach the completed checklist with your application.

You agree that you have:

- Read and understood the guidelines document
- Discussed your project with the CLD team advisor
- 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 (for example sketches or maps)
- Understand that the application will be reviewed by Council's Community Led Development team and other relevant teams across the business.

**I agree to the items in this checklist**

## Contact us

Our Community Led Development team are ready to help.

Email us with the subject line 'Placemaking.'

[info@waidc.govt.nz](mailto:info@waidc.govt.nz)