Idea Incubator

Do you have an idea you would like to share? Or a project that could have a great community impact? We would like to hear from you!

The more we hear from the community the better idea we have of what our community wants. If you have a great idea for the shire or your community group, please complete this form and we will be in touch to discuss it further.

How the idea incubator works……

Requestor

Idea

How and Cost Estimate

Support & Fundraising

Idea Submission \*

Shire of Dumbleyung

Benefit & Funding Analysis

Shire Feedback/ Next Steps

**\***Idea submissions are formatted in accordance with Council Agenda Items for ease of initial review at a council information session. Council will then indicate feedback on potential Shire involvement and if a motion is required in an upcoming Council Meeting Agenda.

**Idea submission**

**PROJECT NAME:** [Catchy title here]

**LOCATION/ADDRESS:** [Project location]

**NAME OF APPLICANT:** [Your Name, Group Name]

**AUTHOR:** [Person writing submission]

**DISCLOSURE OF INTEREST:** [Position held, relationship to project]

**DATE:** [Date]

**ATTACHMENT:** [Any supporting documents, diagrams, quotes list here and attach to email submission]

**What is being requested of Council for this project?**

**PURPOSE**

* What is the aim of this project/service?

**STRATEGIC IMPLICATIONS**

* How will you know if this project will be successful?

*Will this address a shortfall/ gap? Please list success measures and project key performance indicators.*

**STATUTORY ENVIRONMENT AND POLICY IMPLICATIONS**

* Will Planning approvals be required for building or change of use?
* Will building approvals be required?
* Will environmental approvals be required?
* Will other entities be affected by or need to approve the project (Is yes please list)?

**FINANCIAL AND STAFFING IMPLICATIONS**

* What is the estimated project cost?
* Has any fundraising taken place for the project and if so how much?
* What external funding has/is being sourced and how much?
* What percentage of the project cost is being requested to be funded by the shire?
* What human resources are needed?
* Who will be the best project lead?

*Please explain costs, team support, admin support, etc.*

**RISK IMPLICATIONS**

* Are there any project risks? *Please list risk and associated actions to mitigate.*

**COMMUNITY ENGAGEMENT AND CONSULTATION**

* Who has been consulted with and what community support has been established for the project? *Please list groups, clubs and community persons here.*

**BACKGROUND**

* Why is this project needed and how will it impact the community *(social, economic, environmental)*?
* What work and research has been undertaken on the project to date?

*Please summarise estimates, quotes, fundraising efforts, or relevant background information.*

* Does this project require further planning?
* Is this project ready to implement in the next 6 weeks?

**COMMENT**

* How can the project be achieved?

*Please list brief steps of the project.*

* What is the expected timeframe of the project for planning?
* What is the expected timeframe of the project for implementation?

**PROJECT PROBABILITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * **Benefit Analysis** *(Circle - High, Medium, low)* | | | | | |
| Social | | Economic | | Environmental | |
| All Ages | H | Encourage New Business & Benefit All Existing Business | H | Significant environmental improvements | H |
| Youth | M | All Existing Business | H | Moderate environmental improvements and/or maintenance | M |
| Working Age | M | Town Site Businesses | M | No environmental impact | L |
| Retired/ Aged | M | Agricultural Businesses | M |  |  |
| No Social Benefit | L | No Economic Benefit | L |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * **Funding Likelihood** *(Circle - High, Medium, low)* | | | | | |
| Shire Funding requested | | External funding sources | | Communtiy Fundraising | |
| 81% - 100% of the total project cost | L | External funding sourced | M | Community fundraising undertaken | M |
| 61% - 80% of the total project cost | M | External funding applied for but not successful | L | Community fundraising not undertaken | L |
| 41% - 60% of the total project cost | M | No external funding pursued | L |  |  |
| 21% - 40% of the total project cost | M |  |  |  |  |
| Less than 20% of the total project cost | H |  |  |  |  |

* **Project probability**

|  |  |  |  |
| --- | --- | --- | --- |
| Benefit Analysis  *Circle highest rating from benefit table* | FUNDING LIKELIHOOD  *Circle highest rating from funding table* | PROJECT PROBABILITY *Calculate number rating with 6 significantly probable and 2 least probable in current project circumstance* | Do Council wish to allocate budget to the project?   * If YES, progress to future Council Meeting Agenda Item * If NO, provide feedback on next project steps |
| HIGH (3)  High level of Benefit | HIGH (3)  Likely to have funding options | **6 - Significant Probability** |
| **5 - High Probability** |
| MEDIUM (2)  Medium level of Benefit | MEDIUM (2)  Potential to have funding options | **4 - Moderate Probability** |
| **3 - Low Probability** |
| LOW (1)  Low level of Benefit | LOW (1)  No current funding options | **2 - Least Probable** |