

**Project Proposal**



Project Proposals must be completed in alignment with the Barossa Broadcasting Board’s Project / Event Policy.

Completed Project Proposals including the project plan per example on page 2, must be forwarded to the Chairperson, [chairperson@bbbfm.com](mailto:chairperson@bbbfm.com), or placed in the locked mailbox at BBBfm studios.

Project proposals will be reviewed at the next scheduled Board meeting after receipt.

The Board may request further information from the proposer to enable a decision; the Board commits to delivering a decision as soon as possible after all information is to hand.

Project Name: .....

Proposed by: .....

Purpose of Project (brief description):  
.....

Details of Project (eg intended beneficiaries, supporting organisation infrastructure, service/goods to be provided, target outcomes, estimated resulting income):  
.....  
.....  
.....

Duration of Project: Start Date ..... End Date .....

Estimated cost of Project (please append breakdown of costs): .....

If funding is required for this project, please provide details of intended source, eg Board budget, Community Broadcasting Foundation grant; local Council grant:  
.....

Describe planned opportunities for using this Project to promote BBBfm:  
.....

Who will assist you with this project: .....

Describe the (non-financial) support you might require from the Board and/or Members of BBBfm: .....

Date Proposal received: .....	Date reviewed by Board: .....
Further action required?: .....	
Decision by Board: .....	

# Barossa Broadcasting Board Inc.

## Project Plan

Project Proposals must be accompanied by a project plan per example below.



BBBfm 25th Anniversary Celebrations				
			<b>Budget allocated by Board:</b>	<b>\$ 1,500.00</b>
Final Report due:	Wednesday, 9 February 2022		<b>Actual Expenditure:</b>	<b>\$ 1,560.00</b>
Progress reports required each	Board meeting		Variance:	<b>-\$60.00</b>
Project Completion date:	Sunday, 30 January 2022			
		<b>Estimated costs vs Actual:</b>	<b>\$ 1,460.00</b>	<b>\$ 1,560.00</b>
Team Leader:	Jason Balk	Food x 60 guests	\$ 600.00	\$ 630.00
Team Members:	Bill Biscoe	Drinks x 60 guests	\$ 600.00	\$ 600.00
	Member	Cake, Decorations etc	\$ 180.00	\$ 200.00
	Member	Postage, printing	\$ 80.00	\$ 130.00
Start	Finish	Task	Who	Actual \$
Thursday, 19 August 2021	Thursday, 19 August 2021	Meeting to draft Project Proposal		
Friday, 3 September 2021	Friday, 3 September 2021	Finalise Project Proposal		
Monday, 6 September 2021	Monday, 6 September 2021	Submit Project Proposal to Board		
Wednesday, 8 September 2021	Wednesday, 29 September 2021	Finalise proposed invitees list		
	Monday, 4 October 2021	Email "Save the Date" to Members and Sponsors		
	Monday, 4 October 2021	Submit proposed invitees list to Board		
Monday, 22 November 2021	Wednesday, 1 December 2021	Print and post/deliver formal invitations to VIPs		\$ 30.00
	Friday, 3 December 2021	Draft running sheet for the day		
	Friday, 3 December 2021	Enlist support for the day eg set up, MC, sound system, meet and greet, food service, drinks service, clean up		
	Monday, 6 December 2021	Submit progress report to Board		
Monday, 3 January 2022	Monday, 14 February 2022	Order and pay for Birthday Cake		\$ 120.00
Monday, 3 January 2022	Saturday, 15 January 2022	Purchase drinks		\$ 600.00
Monday, 3 January 2022	Saturday, 15 January 2022	Purchase non-perishable food		\$ 80.00
	Saturday, 15 January 2022	Purchase decorations, serviettes, plates etc		\$ 80.00
	Monday, 24 January 2022	Order perishable food		
	Monday, 24 January 2022	Email running sheet for the day to stakeholders		
	Friday, 28 January 2022	Print name tags and attendees list		\$ 100.00
Saturday, 29 January 2022	Sunday, 30 January 2022	Collect and pay for perishable food		\$ 550.00
	Sunday, 30 January 2022	Set up: decorations, drinks, food		
	Sunday, 30 January 2022	PARTY!!!		
	Wednesday, 2 February 2022	Team de-brief		
	Monday, 7 February 2022	Submit final report to Board		