



Five Step Plan for Projects

1. Project Conceptualisation
2. Project Feasibility
3. Project Summary
4. Project Timeline
5. Project Budget

Acknowledgements

- **These tools were given to us at a Flying Arts Workshop with Stephen Clark.**
- **Terri Keller (WDRC Community Development Officer) for her guidance through the RADF process and selection of the category 'Concept Development'.**
- **Our volunteer staff and community members who contributed ideas for the Lapunyah Art Gallery's proposed redevelopment.**

What was the Project?

To employ an architect to develop a scoping document for the proposed redevelopment of the Lapunyah Art Gallery.

The scoping document was then to be presented to the Western Downs Regional Council for consideration.

Reasoning behind RADF Application

The current infrastructure was created in 1999, and apart from a small storage room extension at the side has not had any changes since that date. The original building was the former Chinchilla Shire Council Library and the Art Gallery was designed around the then internal space. It was designed to only exhibit small exhibitions with minimal storage and office space.

How we looked at developing the Concept Plan - the Five Steps!

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2. Project Feasibility
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Step One: Project Conceptualisation

Briefly outline the Project Concept and the justification for the initiation of the Project

What is your idea?	
Why is it a good idea	
Is there a need?	
What is the purpose?	
What do you want to achieve?	
Has it been done before?	
What is unique or different?	
Who will be involved	
When and where will it be done?	
Who is your audience?	
What do others think of your ideas?	

Step 2: Project Feasibility

A Screening process which assesses the likelihood of the concept achieving the desired result

<p>Management Screen</p> <p>Does the concept meet the Purpose & Aims of the Art Gallery?</p>	<p>This is our Mission Statement: To coordinate and facilitate the promotion and development of, and support of, the arts and cultural activities within our local community</p>
<p>Marketing Screen</p> <p>Is the concept inviting & attractive to the target audience?</p>	
<p>Operation Screen</p> <p>Are there the skills & resources required to stage the event?</p>	
<p>Financial Screen</p> <p>Are there sufficient financial resources, including revenue and sponsorship?</p>	

Mission Statement

“To provide a public space to display, to best advantage, works of art by local and visiting Artists. To develop and encourage, the practice of arts and cultural activities within the community. To ensure that these policies are updated as needed and revised completely at intervals not exceeding three years”

Step 3: Project Summary

Project Name:				Project Coordinator:			
Start Date:		End Date:		Duration:			
Rationale:						Purpose:	
Goals:				Outcomes:			
Target Audience/s:				Stakeholders			
Project Description:						Professional/ Community Value:	
Place / Venue:				Milestones:			
Constraints:				Budget:			
Project Management Team:				Evaluation:			
Critical Success Factors:							

Step 5: Project Budget

Project:				Date:			
Expenditure	Item	Cost	Subtotal	Income	Item	Cost	Subtotal
Coordination				Own resources			
People				Funding/ Grant			
Production				Sponsorship	Cash		
Travel and Accommodation					Inkind		
Marketing				Donations			
Legals / Compliance				Fees			
Risk Management				Sales			
Evaluation				Bank Interest			
Catering				Sundry			
Admin							
Total Expenditure:				Total Income:			
Project Balance: \$							

Why we chose the Concept Development Category.

Objective — to develop arts and cultural research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals. RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. No specific artform product is required, however, the project should demonstrate how it will contribute to future arts and cultural development.

- **The project was a long-term infrastructure development plan.**
- **The outcomes were not intended for artists or artswokers skills development or specific arts-based events.**
- **We were advised by our local RADF officer that this would be the most appropriate category.**

Outcome of the Concept Plan.

- **An architect was employed to draw up a Scoping Document, which was then presented to a Council meeting.**
- **The redevelopment of Lapunyah Art Gallery has now been placed within the Council's 10 year plan.**