# Project Plan

Multicultural Infrastructure and Security Program (MISP)

Please provide specific details for each activity of your project (separate each stage and type of works, e.g. demolition, install new flooring, interior painting). For information on eligible grant activities, see the **Grant activity eligibility** section of the [2025-26 MISP guidelines.](https://www.vic.gov.au/2025-26-multicultural-infrastructure-and-security-program)

## EXAMPLE:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Stage and type of works*** | ***Detailed description of works*** | ***Quotes received*** | ***Contractor selected*** | ***Amount of selected quote (ex GST)*** | ***Organisations contributions to the be used (ex GST)*** | ***Grant funds to be used (ex GST)*** | ***Expected start date*** | ***Expected completion date*** |
| *Stage 1:* *Replace kitchen flooring* | *The linoleum and skirting boards in the kitchen flooring will be removed and replaced with new non-slip floor tiles and matching skirting boards.**New waterproofing will be applied before the new tiles are installed.* | *John Smith Tiles P/L - $7,500**Fortescue Flooring P/L - $9,000* | *John Smith Tiles P/L* | *$7,500* | *$3,750* | *$3,750* | *1 June 2026* | *30 June 2026* |
| *Stage 2:* *Install kitchen cabinets* | *All existing kitchen cabinets will be removed and replaced with new upper, lower, and tall cabinets.**A new stone bench top will be installed on the lower cabinets.**See attached plan for specifications.* | *John Citizen Kitchens P/L - $25,000**Deco-wiz Kitchen Cabinets P/L - $18,000* | *John Citizen Kitchens P/L* | *$25,000* | *$12,500* | *$12,500* | *1 July 2026* | *30 August 2026* |
|  |  |  | ***TOTAL*** | *$32,500* | *$16,250* | *$16,250* |  |  |

## Project plan:

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

**All costs listed must be excluding GST. Please add more rows if required.**

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| **Stage and type of works** | **Detailed description of works** | **Quotes received(ex GST)** | **Contractor selected** | **Amount of selected quote (ex GST)** | **Organisations contributions to the be used (ex GST)** | **Grant funds to be used (ex GST)** | **Expected start date** | **Expected completion date** |
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|  |  |  | **TOTAL** | $ | $ | $ |  |  |