

Webinar Summary Sheet – Application support for the Start Strong Capital Works Grants Program

Budget risk review

Checklist

Item	Review action	Mitigation action (if required)
Cost Plan or Builder's quotation: check the builder's schedule of assumptions/ clarifications/ exclusions	Assess impact on cost of works	
Review average area and cost per child	If required, analyse and seek advice as to ways to reduce in line with benchmark standards	
Review dates of Cost Plan and/or Builder's Quotation	The dates provide critical information as to the currency of the proposed costs. Check your project timeline for start and completion dates. Is a suitable allowance for Cost Escalation to "future proof" the amount of funding applied for included in costings and quotations?	
Review referenced documentation in quotations and/or cost plan	Critical to ensure that the costs used for the application correspond correctly with the Applicants project requirements and or Council Consent Conditions where applicable	
Review the projects proposed timeline	Critical to ensure that sufficient program duration has been scheduled to complete the works or effective staging is provided to ensure safe and continued operation of the facility	
Review allowances for design & project management fees	Review the fees to ensure that appropriate fees are included for adequate documentation and project superintendence	
Contingencies	Ensure that appropriate and adequate contingencies are applied to ensure that design deficiencies and latent conditions on site are covered	

