



The City of Newcastle **PLACEMAKING** Program - *Enlivening Public Places*

# Place Makers Toolkit

## 2012

**Production**

The City of Newcastle Place Makers Toolkit  
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Strategic Planning Services

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**Updated October 2012**

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# Place Makers Toolkit

2012



*Working bee  
Community Garden, Carrington*

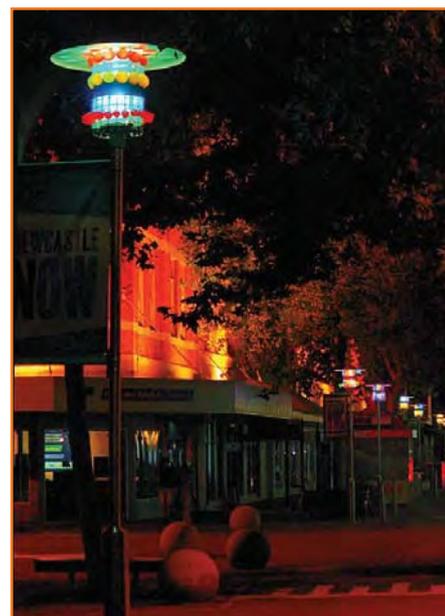


*Earth Hour dragon  
Braye Park, Waratah*

**It's about involving people – It's about places that are safe, vibrant and welcoming -  
- It's about places that reflect community and cultural values and aspirations -**



*Our Laneway Park celebration, Fletcher St  
Reserve, Adamstown*



*Festive lighting  
Hunter Street Mall*

## Who, What and Why of Place Making

### Why Place Making?

In a globalised world, place still matters. This is why, given an option, people choose to live, work and do business in a particular place and why they choose one holiday destination over another.

Place making is benefiting the community of Newcastle by building on the visible and invisible assets of the City for the benefit of all - by creating shared ownership of places that everyone treats with care and respect. These will be places that become a focus for daily use and reflect local personality.

Successful public places and neighbourhoods encourage residents and businesses to come to Newcastle. They attract visitors from near and far. Safe, vibrant and active public places provide a multitude of benefits for the community – social and cultural, environmental and economic.

### What is Place Making?

The City of Newcastle defines place making as 'the active participation of community stakeholders in the planning and management of public places to achieve safe, vibrant and welcoming places and long-term community benefit.'

Successful place making is about building community capacity through action. It involves the community and Council working in partnership on projects for the benefit of place, whilst strengthening community connections to place. It is a tool of community development whereby communities can become more involved in shaping their own future.

Place making is not new and is not restricted by local, state or national boundaries. In modern times it is both a process and a philosophy that originated in the United States in the 1960s. Since 2009, Council has worked with Australian and international practitioners to build capacity for effective place making.

A practice closely related to place making is Asset Based Community Development (ABCD) advocated by Peter Kenyon of the Bank of I.D.E.A.S., Peter has worked with Council on the development of the Newcastle 2030 Community Strategic Plan. ABCD seeks to identify the assets and strengths of a community and its members, to mobilise these for positive change rather than focusing on needs. Place making implements ABCD in the public domain.

Place making is an holistic process as old as human society itself. True place making is a collaborative effort that marries the community's knowledge and commitment to place with the knowledge and skills of a wide range of professionals.

Fundamental to place making on any scale is the early engagement of the community and the identification of ways in which community members, businesses and organisations become active partners with government in the improvement of place for all users.

Council engages with the community early in the process to enable input from those who visit, live and work in a place. The aim of this is to create sustainable parks, libraries, galleries and main streets that will work for everyone.

# Place Makers Toolkit

## 2012

### Who does Place Making?

Anyone can be a place maker. It's a partnership of residents, visitors, property owners, businesses, Council and other agencies.

Place making is not just about small community projects in public space. Any activity that changes a public place can be planned and managed on the basis of place making principles.

Good place making is an ongoing two-way process. It involves an exchange of information and understanding of issues, based on respect for the community's knowledge and sense of ownership of place, as well as respect for the knowledge and expertise of Council Officers.

The place making approach outlined in this Toolkit is a way of enriching the consultation and engagement which already occurs between Council and the community - by looking for opportunities to turn ideas and feedback into positive action.

### Place Making Policy

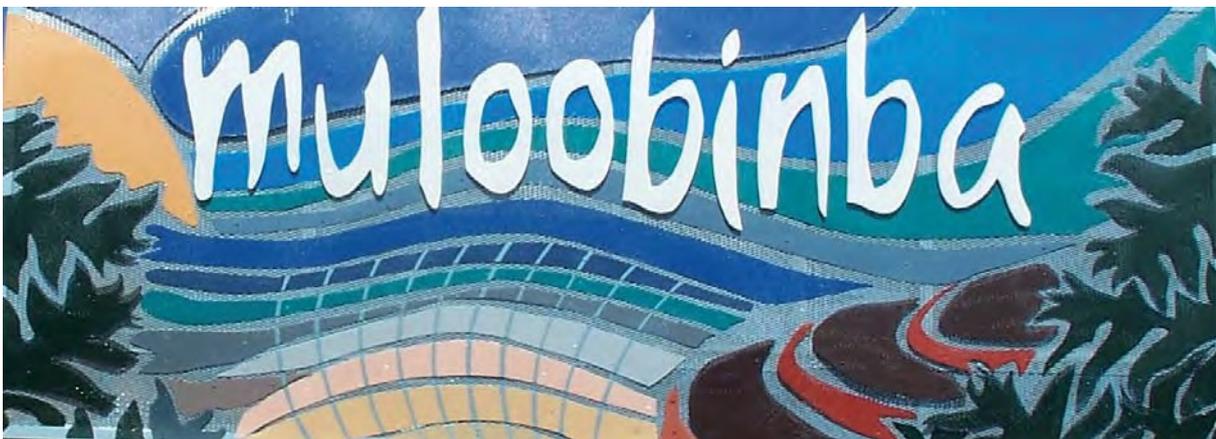
Council now has a Place Making Policy to guide its approach to community engagement in projects occurring in public places. The Policy sets out the principles of place making which Council, in partnership with the community, aspire to achieve.



*Visitors, arborists, landscape architects, parks maintenance crews all help to make this place*



*Architects, cafe owners, diners, shop keepers, stall holders, road maintenance crews all help to make this place*



*Indigenous community, artists, transport authority and ferry passengers all help to make this place*



# Enlivening Public Places

Council and community each have a role to play

## PLACE MAKING

- Involvement of community
- Safe, vibrant and welcoming places
- Places that reflect community and cultural values and aspirations
- Design that works well for people

## COUNCIL

- Roads and footpaths
- Landscaping & park maintenance
- New / redeveloped community facilities
- Maintenance of assets, etc

## COMMUNITY INITIATIVES

- Every day place making – looking for positive ways to make things better in your neighbourhood
- Community place making projects supported by *Make Your Place* community grants
- Community partnering in projects with Council or other agencies

## Framework - *Make Your Place* Community Grants

### Applying for a grant

Do you have a great idea that would improve your neighbourhood?

Is it something you and your neighbours could do yourselves?

#### STEP 1 *Getting started*

Read through the **Case Studies** for inspiration from other people's projects.

#### STEP 2 *Getting to know your place*

Use **The Place Game (Attachment 1)** to help you clarify your ideas – **get your neighbours together (you need at least three to be eligible for a grant)**, take a picnic out into the park and work through the questions in The Place Game.

#### STEP 3 *Deciding on a project*

You might come up with lots of ideas, but it's best to tackle one thing at a time. Which is top of your group's list? Consider what is needed to make the project happen. Remember, it must be something your group, and your neighbours, can become involved with.

#### STEP 4 *Grant conditions*

Read through the **Conditions and Criteria** for *Make Your Place* community grants in **STEP 5**.

If you have any questions you can contact Council's Place Making Facilitator on 4974 2857 or [placemaking@ncc.nsw.gov.au](mailto:placemaking@ncc.nsw.gov.au) to discuss your project and find out the next closing date for proposals. Subject to funding, there are three rounds per year closing March, July and October and you can request up to \$2,000.

#### STEP 5 *The proposal form – Conditions and Criteria*

To be eligible an applicant or project must meet all of the following criteria:

- Relate to publicly accessible space within the Newcastle Local Government area
- Involve **a group of at least three people** in planning and carrying out the project
- Have not received funding from Council's Community Development Program in the same financial year, for the same project
- Deliver community benefit
- Show evidence of local community involvement and / or business partnership
- Not require a development application / development consent
- Able to be delivered within the time stated on the proposal
- Not put anyone at risk.

If you consider your project meets the criteria, submit a proposal form and return before the closing date. Proposal forms are available at [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au) and search for *place making* or call 4974 2857.

**Make sure you answer all the questions on the form carefully so we can decide whether your project meets all the conditions.**



*Carers call in for a cuppa and tend the garden - "the place reflects love and care which is what we are about". Project leader, ARAFMI*

## **STEP 6** *Assessing eligible projects*

Council Officers will initially assess your proposal for eligibility and check through statutory and other requirements to determine if it is possible to take place in the public domain.

## **STEP 7** *Approving eligible projects*

If Council Officers consider that your project meets the criteria, your proposal will be forwarded to the Place Making Working Party for assessment and authorisation.

The Place Making Working Party is comprised of the Lord Mayor and one Councillor from each of the four Council Wards, the General Manager or General Manager's representative, four Council Officers and the Place Making Facilitator.

Only Councillors may vote as members of the Working Party.

The Place Making Working Party is responsible for the assessment and approval of *Make Your Place* community grant project proposals.

Eligible projects do not automatically qualify for grant funding. If more eligible proposals are received than available grant money, the proposals will be ranked according to demonstrated strength in meeting each eligibility criteria, as listed in **STEP 5** on the previous page.

Council will inform you in writing of the outcome of your proposal within four weeks of the closing date for each round.

## **After a project has been approved**

### **STEP 8** *Before getting started*

If your proposal has been successful a Council officer will meet you, usually on-site, to discuss your project and agree on safety measures. Please refer to the section **Public Liability and Occupational Health & Safety (OH&S)**.

**Anyone can be a place maker. Something as simple as reporting graffiti via Council's Hotline and encouraging your neighbours to do likewise is a positive step in caring for public places; even better, apply for a *Make Your Place* community grant to organise a neighbourhood graffiti removal blitz!**

### **STEP 9** *Letter of Agreement and payment of the grant*

After you have met with Council staff and all relevant conditions are confirmed, we will send you two copies of a **Letter of Agreement, (Attachment 3 example)**. This sets out the terms and conditions to be agreed for your project to proceed.

If all is agreed upon, return one signed copy of the letter to the Place Making Facilitator and keep the other for your records. Payment can be arranged and you can start the project.

We will discuss with you the best way to make payment of your grant depending on your project. Methods of payment can be:

1. Cheque payable to Group or Project Leader
2. Cash advance (for small \$ amounts) for purchase of goods
3. You send us an invoice for completed work and we pay the supplier
4. Purchase of goods directly by Council
5. Internal funds transfer for work undertaken or materials supplied by Council.

Please note that if your grant is paid by either option 1 or 2 above, the Group or Project Leader must provide original receipts of any transaction that utilises grant funds. The Grants are public funds and must be fully accounted for.

### **STEP 10** *The project*

Now it's up to you! Contact us at any time if you are unsure, strike hurdles or to share your thoughts and successes. We will contact you from time to time to ask how your project is progressing.

Whenever possible we support your project by sending a representative to any working bees, community celebrations or 'launch' events. Please inform us of any key dates, preferably at least a week in advance, so we can inform Councillors and notify Council Officers.



*Maycare Opening community celebration, Webb Park, Mayfield*

### **STEP 11** *Celebrating your achievement*

We'd like to share the story of your project. Complete a [Project Achievements Form \(Attachment 4 example\)](#) and send, including 'before and after' photos of your project, to the Place Making Facilitator. This allows us to tell others what you achieved and how you went about it. The form also has a very concise expenditure table where you must show your expenditure.

Council's Place Making Facilitator can assist with the completion of this form if necessary. The completed Project Achievements Form must be provided to Council within one month of finishing your project, along with all original receipts.

## Examples of *Make Your Place* projects

### Events

- BMX Event in Newcastle South and Wallsend skate parks
- Throsby Big Brunch, Islington Park
- Musical street entertainment in Hunter Street Mall area and Marketown
- Launch of the Beresfield Men's Shed
- Screen Scream Film competition
- The Muster Point, Steelworks Memorial project launch
- A youth event as part of the Wallsend Winter Carnivale
- Minmi Park – ‘a park for all ages’ family fun day and planting activities
- Maycare Celebration -



*BMX Jam, National Youth Week, Wallsend Skate Park*

### Greening

- Community garden expansion in Stockton
- Planting of native trees to screen the rail corridor and deter graffiti on fences, Graham Road, Broadmeadow
- Merewether Landcare – installation of a tap for safer and efficient watering

### Place Improvements

- Mosaic mural developed by local artists with the involvement of local school children, Mayfield Swimming Centre.

**“It was awesome seeing all the new friendships that formed from something as simple as a BMX Jam.”**

Project Leader



*Enjoying the Family Fun Day, Minmi Park - a Park for all Ages*

## Conditions and Criteria - *Make Your Place* Community Grants

Place making is the creation of places where people feel a strong sense of ownership in their communities and a commitment to making things better. This contributes to the development of safe, vibrant and welcoming public destinations and neighbourhoods. Have you got a great idea to improve your local area but need a few dollars to kick things along? *The Make Your Place* community grant program is for you.

Your project idea must:

- benefit existing users of the place with potential to increase community use in a positive way - by providing physical improvement, e.g. additional amenity, activity, comfort, appearance, or by encouraging use of the place through a community gathering
- show evidence of collaboration and / or partnerships
- involve community members in planning and doing the project.

*Make Your Place* projects may be eligible for cash grants from \$50 to \$2,000 (GST inc).

### Assessment Criteria

To be eligible for a *Make Your Place* community grant, an applicant or project must meet all of the following criteria:

- a. Relate to publicly accessible space within the Newcastle Local Government area.
- b. Involve a group of at least three people in planning and carrying out the project.
- c. Have not received funding from The City of Newcastle's Community Development Grant in the same financial year, for the same project.
- d. Deliver community benefit.
- e. Show evidence of local community involvement and / or business partnership.

- f. Not require a development application / development consent or construction certificate.
- g. Able to be delivered within the time stated on the proposal.
- h. Not put anyone at risk.
- i. Activities that are 'not for profit'.

Even if a proposal meets all of the eligibility criteria, it will not automatically qualify for a grant.

If there are more eligible proposals than available funding, the proposals will be assessed and ranked by the Place Making Working Party according to demonstrated strength in meeting each eligibility criteria as provided in a. to h. above.

The grant program is not able to fund the following:

- Individuals or businesses that are not partnering with community or other businesses in their area
- Salaries for project group members
- Travel and private expenses
- Purchases or expenses related to privately owned items
- Repeat activities in the same place for more than two occasions
- Projects that are within spaces that restrict public access and/or of limited public usage
- Goods or services to 'on-sell'
- Fittings to major fixed infrastructure
- Organisations that fail to comply with the *Make Your Place* Letter of Agreement or fail to produce a satisfactory acquittal for any previous Council grant.

## Public Liability and Occupational Health & Safety (OH&S)

We want your project to go ahead safely. Before starting the project, the project group will agree on safety measures for the project with the Place Making Facilitator and any other relevant Council officer. Members of the project group are to be responsible for their own safety and are to adhere to safety measures identified with Council for the project. Depending on your project, this could include a site induction by Council staff, training in the use of gardening equipment and the wearing of protective clothing such as a hat, shirt and enclosed shoes.

If you are an incorporated group, you will need to supply Council with evidence of current Public Liability Insurance of \$10 million. A Certificate of Currency will need to be provided, noting The City of Newcastle as an interested party, before a Letter of Agreement can be issued.

We will assist your understanding by:

- Providing you with information about Council's expectations and requirements
- Agreeing on measures to minimise any risks to your safety or public safety, e.g. correct use of any tools, 'slip, slop, slap' when working outdoors, avoiding trip hazards
- An on-site induction
- Asking you to acknowledge your understanding of your responsibilities in relation to Public Liability and OH&S via sign-off of the formal [Letter of Agreement \(Attachment 3 example\)](#), between the group and Council.

## Record keeping and privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** Council will use your private information to contact you in relation to your proposal for a *Make Your Place* community grant and, if approved, to contact you in relation to the approved project.

**Intended recipients:** The information will be used by the Place Making Facilitator and other Council officers that may need to contact you in relation to your *Make Your Place* project proposal or your approved project.

**Supply:** Voluntary

**Consequence of Non Provision:** We will not be able to process your project proposal for a *Make Your Place* community grant.

**Storage and security:** Your proposal will be stored in Council's electronic records management system and will only be available to Council Officers.

**Access:** Your information can be checked for accuracy by calling Council's Place Making Facilitator on 4974 2820 or emailing: [placemaking@ncc.nsw.gov.au](mailto:placemaking@ncc.nsw.gov.au)

## Case Studies

### *Make Your Place* Community Projects

## ENLIVEN ROSANN PARK

Rosann Park is a 500 sq metres reserve no bigger than a small house block in Rosann Close, New Lambton. Before the project the park consisted of three trees and a seat and was otherwise rather bare. A small group of residents living in the Close saw the potential to make the space more attractive and welcoming. They raised sponsorship for a landscape plan and then in 2010 applied for a \$1,000 *Make Your Place* community grant to make the plan a reality.

The aim of their project was to create a colourful native garden, to build connections between Council and the community and to provide an additional seat for residents to get together. At Council's end the Place Making team's first step was to talk to parks staff and other colleagues within Council.

Following a risk assessment and an on-site meeting the community group was teamed up with Council's Adopt-A-Park Program. Two working bees down the track one of the best outcomes of the project is that now everyone in Rosann Close knows everyone else, so they are a much better connected community.

**“Many of the kangaroo paws are flowering - some are almost as tall as me!! It's wonderful. Many more birds are attracted to the park. The resident magpies are using the extra protection afforded by the garden as a grazing, feeding, resting, play area for their chicks. Of course there are humans using the park as well!”**

Project Leader



## OUR LANEWAY PARK

Fletcher Street Reserve Adamstown, affectionately known to locals as Our Laneway Park, has been given a new lease of life that benefits both the community and the environment.

The project brought people together for a 'backyard blitz' one Saturday in October 2011. Thirty-five residents of all ages came together to plant, mulch, construct garden beds, paint out graffiti, paint a mural on the fence and create a mosaic. The elderly couple who live on the other side of the fence were excited to see the transformation of the park and shared stories with neighbours about the park space back when they were young. They loved the colour of the fence painting, saying "the fence won't even know itself when this is done!"

Getting to know the neighbours and the activation of the space also eliminates concerns about past antisocial behaviour in the park such as vandalism and graffiti. The project has become a source of pride, interest and excitement. The Laneways Park project has already unified local residents and we can only see this growing!

The work of community volunteers has been supported by \$2,000 from Council and sponsorship from a number of Adamstown businesses.

**"Community involvement has instilled a sense of pride for local residents and encouraged more members of the community to utilise the park."**

Project Leader



## WATER FOR WOOLSHED PLACE

Residents of Linwood Estate, Maryville, had been looking after the reserve in Woolshed Place with the help of buckets and watering cans. With a \$1,000 *Make Your Place* community grant the volunteer gardeners worked with Council horticulture apprentices to design a controlled and efficient watering system. The project was celebrated with a 'turning on' ceremony in July 2010. Now the residents can continue to look after the reserve without the risk of back injuries.

Achievements of the project were:

- Grassed and planted areas flourishing
- Maintenance and care of the public place and reactivation of community space
- Stronger connections between Council and the community
- Learning and liaison opportunity between community and Council apprentices.



**"We established a connection with the Council Parks and Gardens team, wherein they feel appreciated and as if the Linwood community is there to assist - not complain, or 'knock' what they are trying to achieve with limited resources."**

Project Leader

## SILVER STREAM ENTRANCE GATES

A group of residents of Silver Stream Estate in Elmore Vale received a grant of \$200 from Council in 2010 to restore the entrance gates to their sub-division.

The objective was to encourage a sense of pride in the neighbourhood by improving the appearance of the 'gateway' on Council's reserve. A small amount of funding can make a big difference when mixed with lots of enthusiasm.



## MAKING WAVES community newsletter



Businesses and community members in Merewether, Dixon Park, Bar Beach and The Junction received a \$1,000 *Make Your Place* community grant to test run a free community newsletter.

The achievements of the project include:

- Promotion of local news, sport and events
- Providing local businesses with an affordable advertising medium
- Bringing members of the community together.



*The newsletter celebrated its first birthday in June 2011 and has now branched out with a website: <http://makingwaves.yolasite.com>*

**“The best thing about this project is celebrating the area, the events and the people... I have really enjoyed the community getting behind the project and their participation which is ongoing.”**

Project Leader

## ONLY IN ISLINGTON photographic competition

Residents of Islington received \$1,000 to organise a photographic competition and exhibition. The idea was to celebrate the uniqueness of the neighbourhood and, by displaying the results in shop fronts, to bring together a community group and community members and businesses in the suburb.

The grant was used to purchase materials such as disposable cameras and to process the entries. The community contributed prizes, catering, use of shop fronts and lots of volunteer hours.



**“The photos changed the appearance of the many shop fronts where they were displayed. Lots of interest was generated so people on the street paused and looked. Shop owners reported on observers coming into their shops to find out about the project. On the night of the launch there were many people creating a village atmosphere.**

**Having lots of people taking photos in the park on the final day created interest and a strong sense of community with lots of participants remarking on meeting new people. Positive publicity may help change perceptions of the suburb. Islington rarely gets good media coverage but changing an image takes time.”**

Project Leader



## BRIGHT SPARKES street event

The community project leader, an artist recently returned to Newcastle, describes Sparke Street as a quaint, narrow street in Georgetown. It began life as a residential area for workers. A \$1,000 *Make Your Place* community grant was approved to organise an event that would generate a stronger sense of community within the street.

The project first brought people together at a lantern-making workshop with a professional artist. The workshop was preparation for the main event - a road closure and street gathering and lamp lighting at dusk.

The cash grant was supplemented by many hours of volunteer work and donations from local businesses. The project demonstrates how much community building can be achieved with a little cash and a lot of enthusiasm!



**“The street event was great and it all went off without a hitch. So many adults and children appeared on the street once the council barricades went up. Groups clustered around the kids’ party at the northern end and then slowly gravitated towards Paul’s barbecue in the middle of the street, enticed by the smell of sausages and onions. Talking about sausages - thanks to the local Georgetown butcher who donated them, and to Tammy for chopping the onions! There were people from Sparke Street, other locals, friends and family members and many interesting tales were narrated of life in the street. Kids charged around in the semi-darkness on their bikes and scooters and people strolled along to admire the many variations of lanterns and decorations. The lanterns looked fabulous although the southerly breeze was doing its best to snuff out the candles.”**

Project Leader



## Community Gardens

**Community green space activities, such as allotments and community gardens work, encourage people to talk to each other, building community cohesion and pride.**

*Source: Helping community groups to improve public spaces. CABE Space, UK, 2009, p3*

### *Connolly Park, Carrington*

Twenty community members from Carrington received \$1,900 from *Make Your Place* in 2011 to purchase materials towards a community garden. The aim of the project was to revitalise Connolly Park and create a safe, friendly place for locals of all ages and backgrounds to socialise, grow food and share skills and ideas. Community partners in the project included the nearby Carrington Bowling Club which provided a meeting room for the gardeners and use of the Club's amenities during working bees. Participants included the very young, as illustrated in the photo, as well as people confined to wheelchairs.

Community members report that patronage of the Bowling Club has increased as a result of the gardening activities in the vicinity of the Club. This demonstrates the economic benefits of community projects in public places.



### *Sandhills Community Garden*

The bountiful Sandhills Community Garden in Newcastle East has been established for some years. In 2010 it branched out to include accessible garden beds for sight-impaired gardeners.

A *Make Your Place* community grant contributed to an event (pictured) to celebrate the new beds. The project was a partnership between community volunteers, Council, Vision Australia and Leap Frog Ability.

## Community Connections

### *Story time in Lambton Park*

*Story time in Lambton Park* was the brain child of a young mother living in Lambton who saw the potential for greater use of the rotunda area in the park. This was one of the pilot *Make Your Place* projects in 2009.

The project was to set up a regular event for preschoolers and their mums to share the pleasure of listening to stories. Lambton Library supplied the storyteller. The grant of \$250 provided mats for children to sit on. The mats can be used for other community activities as well as 'story time' events.



### *Leap into Lambton*

An idea springing from a place making workshop with Lambton businesses came to fruition with the inaugural Leap into Lambton Jumping Castle Festival in April 2011. Local businesses have formed a business improvement group and partnered with community members and LIVESITES to deliver a great event which benefited both the community and the local retailers. The shops opened for the day and organised 'specials' to attract the passing crowd, estimated at more than 6,000. People came from across the region to enjoy the day, including Caves Beach, Edgeworth and Merewether. Business owners reported doing very well on the day and pleased that they could showcase their 'boutique' shopping strip and friendly 'old-fashioned' service.

Visitors noted the main attractions as a friendly community atmosphere, kid's activities and music with the clear favourite being the free jumping castles.

## Community Connections

### *Braye Park Connects*

Braye Park Waratah was the subject of one of the pilot *Make Your Place* projects in 2009. The project was led by the community organisation Transition Town Newcastle. The aim of the project was to draw community attention to a beautiful, but underutilised, public place which has spectacular views across Newcastle. Also to connect the community to its local park. An initial grant of \$250 supported a 'community connect picnic' at which children stencilled their handprints on the footpaths.



Transition Town Newcastle built on the initial project with a community event in the park to mark Earth Hour in March 2010. A \$1,000 *Make Your Place* community grant helped with hire of equipment and the costs of road closure.



"The candlelight procession following the piper up to the top of Braye Park was particularly beautiful and the gathering of people under the giant wind puppets during the community singing was very atmospheric. The final fire performance before a backdrop of city lights was particularly lovely. The entire evening generated an excited but gentle buzz."  
Project Leader





# Place Makers Toolkit

## February 2012

Site visits and playground tours with community members followed, resulting in an understanding of how far the budget would stretch. A community member introduced Council's Landscape Architect to a boat builder who designed a component of the playground to resemble a boat.

More funding has been promised which will hopefully allow for an all-abilities 'birds nest' swing and rubberised soft fall.

The arts and creative expression group are now busy working on the design of the rubber soft fall, with a few helpful pointers from the manufacturer of the product. The events group has already held its second Throsby Big Brunch and will be involved in organising a launch of a truly community-inspired playground!

"If you listen carefully to the community's ideas and concerns and discuss why as a professional you make the choices you do, and let them know that you are trying your best to do the right thing by them, it all works out in the end."

Landscape Architect  
The City of Newcastle



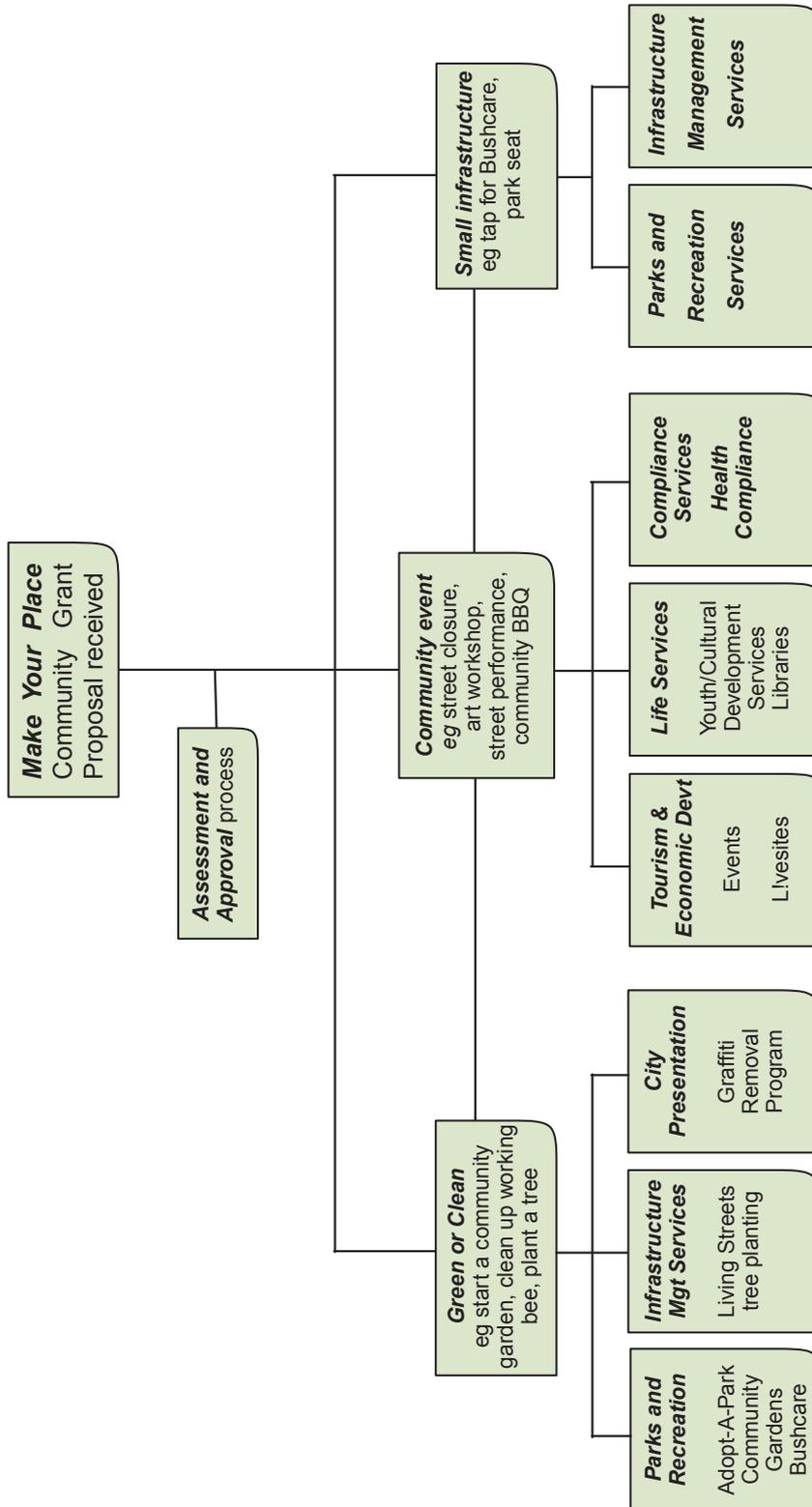
*Developing a shared vision for Islington Park Concept Master Plan*

## Council resources supporting community Place Making

These are some of the Council programs and Officers who play a role in supporting community place making activities.



## How Council programs can support different types of community Place Making projects



## Frequently Asked Questions

### A Short Story ...

A youth worker was running a safety program with teenage boys. He asked the boys to think of a place where they felt least safe. One boy said, "When I get off the bus, I have to walk past a whole lot of houses to get to my place – I feel really scared when I have to do this at night." Another boy said, "I have a bit of a walk to my house too, but I don't feel scared at all – I know everyone in the street."

***Council and the energy authority can contribute with street lighting, the State Government can contribute with police patrols, but only the residents can get to know each other ...***

### Understanding Place Making

Q: What is place making?

A: **Council uses the following definition of place making:**

**Place making means the active participation of community stakeholders in the planning and management of public places to achieve safe, vibrant and welcoming places and long term community benefit.**

Q: Is place making something new?

A: **No, definitely not. It's as old as the human race – ever since people started gathering at crossroads to exchange goods or congregating at places of special celebration. For Council, it's about making sure we remain focused on the fact that public space is there for the community – 'It's their place, not ours'.**

### Council and Place Making

Q: So why is place making different to what Council has always been doing?

A: **Place making is an approach that focuses on outcomes for the community. A key aspect of the approach is to actively involve the community early in the process of making changes to or improving public places.**

Q: If the aim of place making is to contribute to the creation of safe, vibrant and welcoming public places and neighbourhoods, isn't the whole of Council engaged in place making?

A: **Yes. Newcastle as a local government area is a large place - made up of smaller public places like streets and parks - which Council has a lead role in 'making' and managing.**

Q: Does place making only relate to small projects?

A: **No. Place making is an approach that can be applied to many projects in the public domain. For example, the master plan for the revitalisation of Hunter Street is a place making project, recognising the uniqueness of the place and what it means to the community, what are its assets that can be enhanced, involvement of the businesses, residents and other stakeholders early in the process to identify and take ownership, with Council, of the solutions.**

**Q:** Does place making mean that Council approves everything that community members want for public places?

**A:** There are always limits to what is possible in a public place. Projects are governed by statutory planning controls, staff resources, availability of funding, flooding issues etc. The community is the expert on how a place works on a day-to-day basis. Council Officers contribute their professional expertise in a whole range of areas and are happy to explain reasons behind decision making. Don't be afraid to ask – the only silly question is the one that doesn't get asked. We need to respect each others' expertise and arrive at a shared approach.



*Sandhills Community Garden*

*Residents assist with Council's Living Streets Program, Rydall Street, New Lambton*



## Place Making is a partnership

**Q:** What is the relationship between Council and the community in place making? Shouldn't Council be doing everything?

**A:** If communities feel a sense of ownership of a public place it is likely to function better, be safer and more activated. So it's in everyone's interests for Council to carefully study how places are used and to partner with the community and other stakeholders in planning, using and caring for public places.

**Q:** How does Council encourage community members to get involved in projects in public places?

**A:** Council has always had programs that encourage the community to get involved in projects in public places. The *Make Your Place* community grants are one example, but some others are 'Adopt-a-Park', Bush Care, Pride of Place, the Graffiti program, the Community Assistance Program, L!vesites and the Cultural Development Program. Something as simple as reporting graffiti via Council's Hotline, and encouraging your neighbours to do likewise, is a positive step in caring for your neighbourhood. Even better, have a neighbourhood graffiti clean-up blitz!

**Q: What might be included in a community action plan for a public place?**

**A:** A community action plan contains projects which community and other stakeholders can become directly involved, such as:

- Park clean-up
- Create a community garden
- Event such as a street party to get to know neighbours and build community connections
- Mural to deter graffiti
- Regular community event such as 'Storytime in the Park' for children
- Fundraising
- Tree planting
- Neighbourhood newsletter or blog
- Partnering with Council to organise a launch event for a new facility



*Meeting with Islington Park Community Playground Working Group to develop concept for renewal of the playground*

Community members are currently working with Council's landscape architect to plan and design a new playground for Islington Park (see Case Studies). Community members have taken on various tasks including liaising with the landscape architect to comment on designs, coming up with a motif for the softfall and helping to plan a launch event.

## Make Your Place Community Grants

Q: Isn't insurance and safety an issue?

A: **We want your project to go ahead safely. If you have been successful in receiving a *Make Your Place* grant your group will agree on safety measures for the project with the Place Making Facilitator and any other relevant Council Officer before starting the project. These safety measures usually include a risk assessment, site induction, instruction in safe use of equipment and wearing protective clothing such as enclosed shoes, gloves and a hat. Members of the group are to be responsible for their own safety and are to adhere to safety control measures identified with Council for each project.**

If you are an incorporated group, you will be asked to provide evidence of current Public Liability Insurance cover of \$10 million indemnifying Council. We must receive this before we can formally approve your proposal.

Q: Do we have to be an incorporated group to apply for a *Make Your Place* community grant?

A: **No.**



Q: Are *Make Your Place* projects carried out by Council or the community?

A: **The community group manages their own project with guidance and, if required, initial support from Council. Depending on the project - community garden, planting day, kids' story time in the park, clean up day, street-closure event etc the community group is referred to the relevant Council service unit, eg Library, Parks and Recreation, Events, L!vesites. The Place Making Team will 'join the dots' to link you with the most appropriate people in Council.**

Q: Who should I speak to if I'm interested in applying for a *Make Your Place* community grant?

A: **The Place Making Facilitator on 4974 2820. There is also information on Council's website: [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)**

Q: What is the approval process for a *Make Your Place* community grant?

A: **Council Officers will assess *Make Your Place* community grant proposals, in the first instance, against the **Conditions and Criteria (refer page 12) for *Make Your Place* community grants**. If a proposal meets all of the eligibility criteria, it will be forwarded to the Place Making Working Party.**

Even if a proposal meets all of the eligibility criteria, it will not automatically qualify for a grant. If there are more eligible proposals than available funding, the proposals will be assessed and ranked by the Place Making Working Party according to demonstrated strength in meeting each eligibility criteria.

## Further reading

*Advance Australia Where*, Hugh McKay, Sydney, 2007

*Closer to People*, Local Government Association UK, 2006

*Community Strengthening Through Urban Sociability*, Dr John Montgomery, Urban Cultures Ltd, March 2006

'Cultural Glue: The Secret to Making Great Places' Kylie Legge in *Architecture Review* 2008, (<http://www.placepartners.com.au/hub/cultural-glue-secret-making-great-places>)

'From ivory tower to city streets', David Sloan Wilson in *New Scientist*, 27 August 2011, pp28-29

*Helping community groups to improve public spaces*, CABE Space, UK, 2009

*How to turn a place around*, *Project for Public Space*, New York, 2005

*It's our space - A guide for community groups working to improve public space*, CABE Space, UK, c2009

*Neighbor Power – building community the Seattle Way*, Jim Diers, University of Washington Press, 2004

*Noosa Junction Placemaking Strategy – Consultation Summary*, Sunshine Coast Council, 2010

*Place Partners*, Sydney [www.placepartners.com.au/learning-hub](http://www.placepartners.com.au/learning-hub)

*Placemaking tools for community action*, CONCERN INC, Environmental Simulation Centre, *Denver Regional Office of the US Department of Energy*, US Department of Housing and Urban Development, 2002

*PlaceMatters*, Denver - [www.placematters.org](http://www.placematters.org)

*Project for Public Space*, New York - <http://www.pps.org/>

*Stories from the 'Hood – Practising Place in the Illawarra*, Shellharbour TAFE Community Services section & the Illawarra Regional Community Development Consortium, 2008

'The Art of Place Making', Gilbert Rochecouste, in *Urban Design Forum* No 85, March 2009

*The Cities We Need*, Jane-Frances Kelly, Grattan Institute, Melbourne 2010

*Urban Design Toolkit*, Ministry for the Environment, 3rd edition, Wellington NZ, 2006 – available on-line at [www.mfe.govt.nz/publications/urban/urban-toolkit-2009/index.html](http://www.mfe.govt.nz/publications/urban/urban-toolkit-2009/index.html)

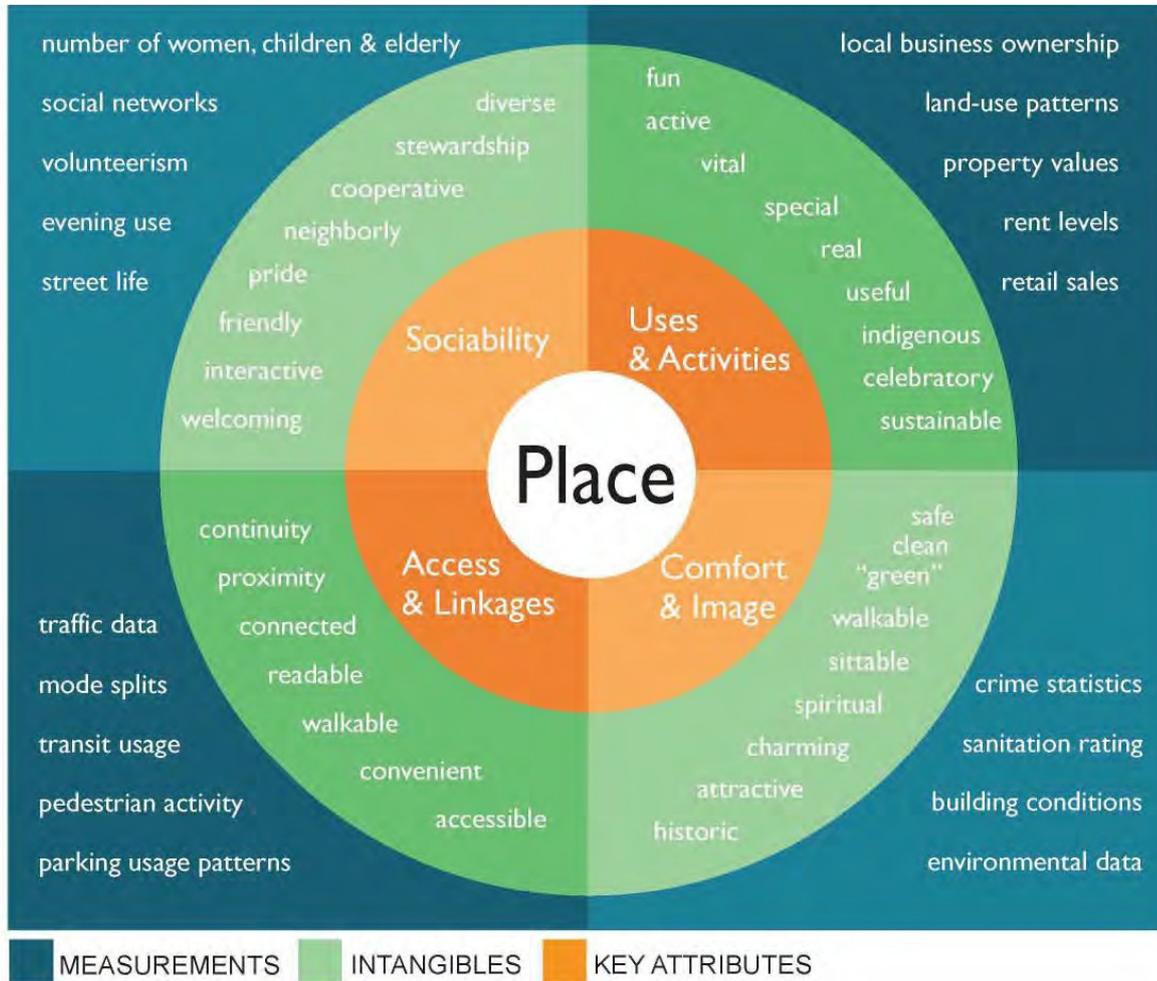
# The Paperwork

## Attachment 1 - Exploring Your Place – The Place Game - example only

Source: Project for Public Spaces, N.Y.

To download: [www.pps.org/pdf/livemem\\_placegame.pdf](http://www.pps.org/pdf/livemem_placegame.pdf)

# What Makes a Great Place?



PPS is a nonprofit organization dedicated to creating and sustaining public places that build communities. We provide technical assistance, education, and research through programs in parks, plazas and central squares; buildings and civic architecture; transportation; and public markets. Since our founding in 1975, we have worked in over 1,000 communities in the United States and around the world, helping people to grow their public spaces into vital community places.



700 Broadway  
New York, NY 10003  
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F (212) 620-3821  
[www.pps.org](http://www.pps.org)

[www.pps.org](http://www.pps.org)

# Attachment 1 cont. - Evaluating Your Place-The Place Game -example only

Source: *Project for Public Spaces, N.Y.*

To download: [www.pps.org/pdf/livemem\\_placegame.pdf](http://www.pps.org/pdf/livemem_placegame.pdf)

# Place Game

Location \_\_\_\_\_

## Evaluate the Place

Comfort & Image	GOOD	FAIR	POOR
Attractive	1	2	3
Feels Safe	1	2	3
Clean/well maintained	1	2	3
Feels feels reflective and restorative	1	2	3

**Comfort & Image average rating: (sum/4) \_\_\_\_\_**

Access & Linkages	GOOD	FAIR	POOR
Identifiable from a distance	1	2	3
"Walkable"	1	2	3
Accessible by transit	1	2	3
Clear information/signage	1	2	3

**Access & Linkages average rating: (sum/4) \_\_\_\_\_**

Uses & Activities	GOOD	FAIR	POOR
Comfortable places to sit	1	2	3
Frequent community events/activities	1	2	3
Area is busy	1	2	3
Variety of things to do	1	2	3

**Uses & Activities average rating: (sum/4) \_\_\_\_\_**

Sociability	GOOD	FAIR	POOR
People in groups	1	2	3
Evidence of volunteerism	1	2	3
Sense of pride and ownership	1	2	3
Children and seniors are present	1	2	3

**Sociability average rating: (sum/4) \_\_\_\_\_**

## Identify Opportunities

1. What do you like best about this place?
2. List three things that you would do to improve this place that could be done right away and that wouldn't cost a lot:
  - 
  - 
  -
3. What three changes would you make in the long term that would have the biggest impact?
  - 
  - 
  -
4. Ask someone who is in the "place" what they like about it and what they would do to improve it. Their answer:
5. What local partnerships or local talent can you identify that could help implement some of your proposed improvements? Please be as specific as possible.

**ATTACHMENT 2- MAKE YOUR PLACE PROJECT PROPOSAL FORM - example only**

**Project proposal – Make Your Place community grant**

Congratulations on helping make your neighbourhood a better place!

Please complete the questions below to help us understand your idea and show what other resources your group will gather to match the grant funding. This can be with your group member’s in-kind hours, donations or sponsorship of cash, services or material, etc.

**PLACE MAKING PROJECTS MAY BE ELIGIBLE FOR CASH GRANTS UP TO \$2,000 (GST incl.)**

For assistance, please contact Council’s Place Making Facilitator on 4974 2857.

**Part 1 – About Your Make Your Place Project and Group**

<b>Give your project a name:</b>		<b>Place location:</b> (also attach map – e.g. street directory, Google Earth if necessary)	
<b>Project Contact:</b>	<b>Name:</b>	<b>Email:</b>	
<b>Phone:</b>	<b>h)</b>	<b>m)</b>	
<b>Address</b>			<b>Postcode:</b>
<b>Briefly describe your project</b>			
<b>Is your group incorporated:</b>			
<b>If yes, ABN number:</b>			
If you are an incorporated group, please attach a Certificate of Currency as evidence of current Public Liability Insurance.			
<p><b>Agreement Statement:</b> If successful, funds will be expended only for the purpose of delivering this project as outlined in this proposal and before commencing, I (on behalf of the group), will need to sign a Letter of Agreement outlining conditions of acceptance of the grant. Within one month of finishing the project, I (along with the group), will complete a Project Achievements Form. I will need to provide two to three electronic jpeg pictures (high resolution, minimum 1mb size if possible), showing before, during and after images of the project. I will ensure that any pictures provided have the written permission of individuals who can be clearly identified. I understand that Council may place these images on Council’s Place Making webpage and they may be used for media and promotion. <i>Note: A photographic release form can be provided.</i></p>			
<b>Name of Project Leader:</b>		<b>Signature of Project Leader:</b>	<b>Date:</b>
<b>Requested amount of Make Your Place grant funding (up to \$2,000):</b>			\$
<b>Total value of groups in-kind hours:</b> See Budget Summary table on page 4, item (a)			\$
<b>Total value of matching resources:</b> See Budget Summary table on page 4, item (e)			\$
<p><b>Record Keeping and Privacy</b>                  The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and policies.  <b>Purpose:</b> Council will use your private information to contact you in relation to your proposal for a <i>Make Your Place</i> community grant and, if approved, to contact you in relation to the approved project.  <b>Intended recipients:</b> The information will be used by the Place Making Facilitator and other Council Officers that may need to contact you in relation to your <i>Make Your Place</i> proposal or your approved project.  <b>Supply:</b> Voluntary  <b>Consequence of Non Provision:</b> We will not be able to process your proposal for a <i>Make Your Place</i> community grant.  <b>Storage and security:</b> Your proposal will be stored in an electronic records management system and will only be available to Council Officers.  <b>Access:</b> Your information can be checked for accuracy by calling Place Making on 4974 2857 or emailing <a href="mailto:placemaking@ncc.nsw.gov.au">placemaking@ncc.nsw.gov.au</a></p>			

**PART 2 – ABOUT YOUR PROJECT** please refer to Conditions & Criteria

<b>Who are the other members of the project group?</b>	
<b>What is the place being used for now and by whom?</b>	
<b>What impact will your project have on current uses and users?</b>	
<b>How will it attract more use and new users?</b>	
<b>Is this place publicly or privately owned?</b> (if privately owned, the place needs to be publicly accessible at all times):	
<b>If not Council, do you have the owner's permission? Please provide owners details and attach evidence of permission.</b>	
<b>When can your group commence the project?</b>	<b>What is your estimated completion date?</b>

## Part 3 – Project Planning

This is to help you identify the **cash, time and materials** required to make your project happen. Please list **your matching resources** which could be cash sponsorship or in-kind contributions. An in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost. This also includes the volunteer hours group members contribute to the project. **Please calculate value of in-kind hours at \$25 per hour / per person for each task.** As this grant is public money, please ensure you keep all original receipts.

**For assistance, please contact Council's Place Making Facilitator on 4974 2857.**

Steps	Task / item & steps involved in making our project happen.	Volunteer contribution of hours		Cost of items to purchase and where funding is coming from			Estimated value of donated materials or services and who is providing (in-kind)	
		Number of people and hours for each person	No. of people x No. of hrs.	MYP grant \$	Other Council \$	Other source \$	From Council \$ Value	From other \$ Value
e.g 1	Planning with group, liaising with Council, completing forms	2 people x 10hrs	20 hrs					
e.g 2	Telling people about your activity-letterbox drop	3 people x 3hrs	9 hrs	\$200 printing flyers		\$50 paper		
1								
2								
3								
4								
5								
6								
7								
		<b>Total Hours (a) hours</b>		<b>MYP Grant (b) \$</b>	<b>Other Council (c1) \$</b>	<b>Other Funding (c2) \$</b>	<b>Donated by Council value (d1) \$</b>	<b>Donated other value (d2) \$</b>

### Cash Flow

Cash Income	\$	Cash Expenditure	\$
List cash income separating each funding source		List estimated cost of materials / services to purchase (as identified above)	
Requested <i>Make Your Place</i> grant	(b)		
	(c1)		
	(c2)		
<b>Sub-total Other Cash Income (c1)+(c2)</b>			
<b>Total Cash Income (b)+(c1)+(c2)</b>	<b>\$</b>	<b>Total Cash Expenditure</b>	<b>\$</b>

### Project Budget Summary

<b>Total value of in-kind hours: Total hrs from (a) above x \$25 = \$</b>	<b>\$</b>	<b>(a)</b>
<b>Requested <i>Make Your Place</i> Community Grant from (b) above:</b>	<b>\$</b>	<b>(b)</b>
<b>Cash income received from other Council programs, from (c1) above:</b>	<b>\$</b>	<b>(c1)</b>
<b>Cash income received from other sources from (c2) above:</b>	<b>\$</b>	<b>(c2)</b>
<b>Value of in-kind support from Council (d) above:</b>	<b>\$</b>	<b>(d1)</b>
<b>Value of other donated services of materials from (d) above:</b>	<b>\$</b>	<b>(d2)</b>
<b>Total Matching Resources, (excluding any Council contributions): (a) + (c2) + (d2):</b>	<b>\$</b>	<b>(e)</b>
<b>Note: The value of all other contribution must match or exceed the MYP Grant</b>		
<b>Total of Project = (b) + (c1) + (d1) +(e)</b>	<b>\$</b>	

## Conditions and Criteria for *Make Your Place* project proposals

### Your project idea must:

- benefit existing users of the place with potential to increase community use in a positive way - by providing physical improvement, e.g. additional amenity, activity, comfort, appearance, or by encouraging use of the place through a community gathering
- show evidence of collaboration and / or partnerships
- involve community members in planning and doing the project.

### Assessment Criteria

To be eligible for a *Make Your Place* community grant, an applicant or project must meet all of the following criteria:

- a) relate to publicly accessible space within the Newcastle Local Government area
- b) involve a group of at least three people in planning and carrying out the project
- c) have not received funding from The City of Newcastle's Community Development Grant in the same financial year, for the same project
- d) deliver community benefit
- e) show evidence of local community involvement and / or business partnership
- f) not require a development application / development consent or construction certificate
- g) able to be delivered within the time stated on the proposal
- h) not put anyone at risk
- i) activities that are 'not for profit'

Even if a proposal meets all of the eligibility criteria, it may not automatically be funded. If there are more eligible proposals than available funding, the proposals will be assessed and ranked by the Place Making Working Party according to demonstrated strength in meeting each criteria as provided in a) to i) above.

We are not able to fund the following:

- individuals and / or businesses that are not partnering with community
- salaries for project group members
- travel and private expenses
- purchases or expenses related to privately owned items
- repeat activities in the same place for more than two occasions
- projects that are within spaces that restrict public access and / or of limited usage
- goods or services to 'on-sell'
- furniture or fittings / improvements to major fixed infrastructure
- organisations that fail to produce satisfactory acquittal forms from previous *Make Your Place* or other City of Newcastle funding.

**Applications are assessed three times each year during March, July and October**

### Public Liability and Work Health & Safety (WHS)

We want your project to go ahead safely. Before starting the project the Group will agree on safety measures for the project with the relevant Council Officer. Members of the Group are to be responsible for their own safety and are to adhere to safety measures identified with Council for the project. Depending on your project, this could include a site induction by Council staff, training in the use of gardening equipment and the wearing of protective clothing such as a hat, shirt and enclosed shoes.

## ATTACHMENT 3- MAKE YOUR PLACE PROJECT LETTER OF AGREEMENT -

example only

< Date>

<Addressee>

<Address>

Salutation

Dear contact name

LETTER OF AGREEMENT – MAKE YOUR PLACE COMMUNITY GRANT

**PROJECT NAME:** < >

**PROJECT NO:**< >

Congratulations! Your request for help with your place making project has been successful and Council would like to offer *contact name* a grant of \$X.00. Please read the following as payment of the grant is conditional upon your acceptance of this Agreement. If further clarification is required please contact Council's Place Making Facilitator on the number above.

### 1 Project

The Group will carry out the project as described in your project proposal and agreed with Place Making. This proposal describes: **brief description of project, occurring on X date.**

We hope that your project proceeds smoothly as described. However, before you start and if you need to make any changes to your project, you need to get Council's permission first. If you don't get permission you may be required to terminate the project and return any unspent grant money to Council.

### 2 Timeframe

Ideally, *Make Your Place* community projects are about quick achievements. The Group will carry out the project within two months of signing this Letter of Agreement. However if you need to apply for extra time please contact Council's Place Making Officer in writing or email before the end of the agreed period.

If you are not able to complete the project within the agreed period or the agreed extension you may be required to terminate the project and return any unspent grant money to Council. You may still be able to resubmit the project proposal at a later time

### 3 The Grant

The grant for your project is public money. The Group agrees to spend the grant money only for the *Make Your Place* project as described in your proposal and as per Item 1, Project, of this Agreement. The Group agrees to keep records of all purchases including all original receipts. You also agree to return a summary of expenditure and all original receipts to Council within one month of finishing the project. The Group agrees to return all unspent grant money to Council on completion of the project.

### 4 Acknowledgement of your *Make Your Place* project receiving funding

Place Making will provide a jpeg file of the *Make Your Place* logo for inclusion on any promotion of your project. The Place Making Facilitator can work with you to develop appropriate signage for your project and assist with media articles. Anything you send to the media needs to include ... 'has been supported by The City of Newcastle *Make Your Place* community grant', or similar. Please liaise with the Place Making prior to sending articles to the media or developing promotional material.

**5 Celebrate Your Achievements**

Finishing your project is a great achievement! So we can share the success and learn from your project, we request that the project group complete the one-page Project Achievements Form and return to the Place Making Facilitator within one month of finishing your project. We also request that you record your achievements by taking before, during and after photos of the project. Please supply two to three pictures in an electronic jpeg format, minimum size of 1mb if possible.

Please ensure that any pictures provided have the written permission of individuals who can be clearly identified as they may be used for promotional purposes (a photographic release form can be provided).

**6 Public Space**

Your project is occurring on public land and as such the improvement that you propose will become an asset of Council. Access to this improvement is at the discretion of Council – such as if we need to block off part of a park for a time to do maintenance.

**7 Life of an Asset**

Unless agreed with Council the public infrastructure created by the Place Making proposal will be maintained by the Group to an acceptable standard for 10 years or until the asset poses a risk to the public due to it’s condition, this infrastructure may then be able to be removed.

**8 Safety Management And Insurance**

We want your project to go ahead safely. The Group will agree on safety measures for the project with the Place Making Facilitator and any other relevant Council Officer before starting the project. Members of the Group are to be responsible for their own safety and are to adhere to safety measures identified with Council for the project.

If you are an incorporated group, you will need to supply Council with evidence of current Public Liability Insurance of \$10 million. Please attach a Certificate of Currency noting The City of Newcastle as an interested party.

**9 Liability**

The Group will not represent itself or its activities or its staff or subcontractors as belonging to Council. The Group / Association acknowledge that Council is not liable or responsible for the activities of the Group or for its debts, liabilities, expenses, losses or deficiencies. You agree that this Agreement does not constitute a partnership agreement or a guarantee or indemnity of the Group or its activities by Council.

Signed for & on behalf of

**The City of Newcastle:**

.....  
(Signature) (Date)

**Jill Gaynor  
Manager, Strategic Planning Services**

.....  
(Name & Title)

Signed for & on behalf of

**The Group**

.....  
(Signature of Group Member/s) (Date)

.....  
(Name)

## ATTACHMENT 4- MAKE YOUR PLACE PROJECT ACHIEVEMENTS/ACQUITAL

### project achievements

Filling out forms is a chore, we know, but we need to account for expenditure of public funds and we'd like to share the story of your project ...

<b>Project Name:</b>	
<b>Project Location:</b>	
<b>Project Leader:</b>	

<b>What were the best things about undertaking your project?</b>

<b>What has your project achieved?</b>

<b>How has your project impacted on the place and / or those that use the place?</b>

<b>Were there any major challenges and what would you do differently?</b>

<b>Would you or members of your project group like to share your experience?</b>	
Please complete details below of those willing to be contacted by Council's Place Making Facilitator to provide feedback to Council and / or advice to future place makers.	

<b>Name:</b>	<b>Telephone:</b>
	<b>Email:</b>
<b>Name:</b>	<b>Telephone:</b>
	<b>Email:</b>

## SUMMARY OF YOUR PROJECT

Please attach **original receipts** for all expenditure.

Project Steps	Item / Activity	Resourcing (labour, tools, donations, etc)	\$ cash expenditure	In-kind hours	\$ value of in-kind
e.g.	Neighbourhood meeting	4 group members		4 people x 2hrs = 8 hrs	200
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>Total in-kind hours: ____ hours x \$25 x per person</b>			\$		
<b>Cash expended utilising the MYP grant funding</b> <i>Note: Any unspent grant funds must be returned to The City of Newcastle as per the Letter of Agreement</i>			\$		
<b>Other cash expended</b>			\$		
<b>Value of in-kind / donated materials</b>			\$		
<b>Total project cost</b>			\$		

Please provide at least **two–three electronic pictures** (high resolution jpeg files, minimum 1mb size if possible) of your project, showing images of **before, during and after the project**. If people are recognisable in your pictures, please ensure you have their written permission and attach a copy to this form. We would like to place these images on Council's Place Making webpage and they may be used for media and promotion.

I give permission for images of this project supplied by me to be used as above YES / NO

I certify that, to the best of my knowledge, the above is a true and correct record of expenditure.

<b>Name of Project Leader</b> (please print)	<b>Signature of Project Leader:</b>
	<b>Date:</b>
<b>Name of person authorised to sign on behalf of incorporated association</b> (if applicable)	<b>Signature:</b>
	<b>Date:</b>

**Thank you for your fantastic efforts in creating a better place for your community!**