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## Appendix 6 – Canberra City Farm Dairy Road: Expression of Interest Form

The purpose of this form is to provide a mechanism for interested parties to submit their ideas about enterprises that could be implemented at the Canberra City Farm site.

We appreciate the fact that people will be at varying stages of the process of designing their enterprise, and that great ideas often need a degree of discussion and collaboration to come to fruition. To that end, please just fill out what information you do have in order to start the discussion and we can work from there.

The level of detail outlined on pages 3-5 is intended to trigger your thought process and ensure you have considered all the relevant aspects of your proposed enterprise and to ensure it will be a success. As such, feel free to use the elements in the later pages to work through the detailed design of your Enterprise.

ENTERPRISE OWNER	
First Name:	
Last Name:	
Email:	
Phone:	
Address:	
ENTERPRISE DESCRIPTION	
Enterprise Name:	
Objectives: <i>Precise, measurable results; describe end state...</i>	
Scope: <i>What it is and what it is not...</i>	
Deliverables: <i>Output, products, describe objects to be created...</i>	



<p>Sales Channel: <i>Intended sales channel for products.....</i></p>	
<p>Project Team: <i>List all those who will work on, provide input to, or support the enterprise; note the role of each individual...</i></p>	
<p>Sponsor/mentor: <i>Experienced mentor committed to outcome...</i></p>	
<p>Stakeholders: <i>All those affected by the enterprise process and deliverables...</i></p>	
<p>Resource requirements: <i>What resources are you expecting from Canberra City Farm &amp; the Dairy Road site...</i></p>	
<p>Resources generated: <i>What resources will you generate that could be used by other enterprises on the site...</i></p>	
<p>Benefits: <i>To stakeholders and the community...</i></p>	



ENTERPRISE LOGISTICS	
Timeframe: <i>Date of completion...</i>	
Major milestones: <i>Stages of completion and dates...</i>	
SWOT analysis: <i>Strengths, weaknesses, opportunities, threats...</i>	
Risk management: <i>Likelihood, consequence, mitigation plan...</i>	
Project communication plan <i>Who, why, when and how...</i>	



PROJECT PLAN		
Milestones	Activities	Key Dates



BUDGET							
<i>Please provide an itemised budget of ALL expenses and a justification of how the items of expenditure are calculated. Please include all sources of income including government, non-government and private, as well as any in-kind contributions.</i>							
INCOME							
Item	Basis of Costing (e.g. number of seedlings, quantity of soil, tools, in kind hours)	In-Kind Contribution	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Total</b>							
EXPENDITURE							
Item	Basis of Costing (e.g. number of seedlings, quantity of soil, tools, in kind hours)	In-Kind	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Total</b>							
<b>Profit/Loss</b>							