

Format for Proposal Submission

1. Name of Committee or Task Force
Name of Chair
Date Submitted
2. Project Overview (Summary)
3. How does the project relate to or fit the council's mission?
4. What need(s) does the project meet/address? How were the needs assessed/defined?
5. Explanation of the project, including:
 - The expected result or product
 - Potential audience/end users
 - Timetable
 - Volunteer/staffing requirements
 - Outside contractor/vendor/staffing requirements
 - Budget
6. Outside support to be sought (if applicable) such as grants, underwriting, joint ventures, gifts and contributions, etc.
7. Revenue anticipated, including pricing, fees, etc.
8. Evaluation Process (How will we know if the project is successful?)
9. Suggested board motion(s)

This format should be used in presenting an initial proposal for board action, and as a basis for providing regular progress reports to the board after a proposal has been approved.