

New Project Proposal Form

Submitted by _____ Preferred phone _____
Email _____

Name of project: _____

Objective(s): Please note: Objectives are specific and can be measured.

Brief description of project:

Methods of evaluating whether project has met its objective(s):

Please check:

1. Nature of Project: ☐ Outreach ☐ Education/Training ☐ Other
2. Location: _____ ☐ n/a
3. Start Date: _____
4. Duration of Project: ☐ Short term (<1yr) ☐ Intermediate (1-3 yrs) ☐ Long term (>3 yrs)
5. Expected start-up costs: ☐ \$0 ☐ \$1-\$100 ☐ \$100-\$299 ☐ \$300+
6. Expected yearly budget request: \$_____

Additional Comments: