

Sustainable Ballard "Project Proposal" Form

Instructions: Complete this form *BEFORE* you begin work on a proposed project. Board **approval is required**. This form may be submitted in hard copy or by email to any board member. Retain the final, approved form in your project's files.

Initiator(s): _____ Date: ____/____/____ Guild, Taskforce or Other: _____
(e.g., Food, Health & Medicine)

Project Description

Project title: _____

Describe the project and how it relates to Sustainable Ballard's Mission Statement (see below):

Describe any links or possible cooperation with other SB Guilds or existing, similar organizations outside of Sustainable Ballard: _____

Does the project involve any official political organizing, or campaigning for legislation or individuals? No Yes

*Please note that SB's intent to file for 501(c)(3) tax-exempt status means that political lobbying and campaigning (both for individuals and legislation) is strictly prohibited.

Proposal Preparation

List the names of:

Project Lead: _____

Other key people: _____

Technical Reviewer(s) (if applicable): _____

Estimated TOTAL volunteer hours required (Required): _____ hrs

Estimated TOTAL expenses (Required): \$_____ Estimated TOTAL income (Required): \$_____

IMPORTANT: To better clarify your proposal, please attach the project worksheet or your group's project document.

Signatures:

Presented to the Board by (Board Member): _____ Date: ____/____/____

Sustainable Ballard Board Approval (VP signature): _____ Date: ____/____/____

Working Mission Statement: Sustainable Ballard fosters new awareness of the importance of community connections and meaningful sustainability due to excess energy dependence and consumption, and the depletion of key resources. Sustainable Ballard conducts workshops, public events, writes reports and research articles, and provides design and planning services, for community education. Sustainable Ballard seeks to empower local citizens to become leaders in collective community self-reliance and autonomy.

For Board Use Only

B: _____ Q: _____

Sustainable Ballard "Project Worksheet"

Instructions: This form is provided to help clarify the development of a Sustainable Ballard project and to help the board to understand your project in more detail. Please use this form or include the following details with your project proposal.

Project Basics

Project Title: _____

Date: ____/____/____

Project Lead/Contact Info: _____

Project Team/Contact Info: _____

Project Extended Description

Project Details

Project Goals: _____

Challenges: _____

Education: _____

Collaborators (other Guilds/Organizations): _____

PR Plans: _____

Projections

Estimated Volunteer Hours: _____ hrs

Estimated Expenses: \$ _____

Estimated Income: \$ _____

Total Profit/Loss: \$ _____

Estimated Attendance: _____ people

Success

What is already established and working well: _____