

## Instructions for completing the Panhandle Lakes RC&D “Project Proposal” Form

**Name of Project:** Provide the name you have given for the proposed project.

**Date:** Date project proposal form is being completed.

**Location of Project:** Is this a multi-county or regional project, or does it benefit one County or community? As clearly as possible, describe the project’s location.

**Sponsor(s):** For a project to be presented to the Panhandle Lakes RC&D Council for consideration, one of the RC&D “sponsors” must support or endorse the project (referred to as sponsor on the form). The RC&D sponsor’s role can be as project lead, or they may not be directly involved but are willing to vouch for the need, benefits, legitimacy, etc. of the proposed project.

**Name of Contact (and associated contact information):** Who is the primary lead person who can be contacted regarding this project?

**Description of Present Condition and Need:** What is the current situation? Why is the project needed?

**Benefits Expected:** When the project is implemented, what benefits will result? For example, will it create jobs, develop alternate energy, improve water quality, provide public education to the public, etc.? Provide as measurable of information as possible.

**Technical Assistance Needed:** Are you asking the RC&D Council for technical assistance to bring the project to fruition? If not, this can be left blank. If so, specify. Some examples might include meeting facilitation, project planning assistance, forestry assistance, soils information, business development or marketing assistance, etc.

**Describe local project leadership including roles and responsibilities:** The RC&D program is designed to **assist** local people address their needs and opportunities. Describe what type of leadership will be taking the lead to implement the project. Is it an individual, committee, etc? What will the local leadership role be?

**Total Estimated Cost of Project:** In dollars, what is the estimated cost to implement the project? This is separate from what you are asking specifically from RC&D in the form of technical and/or financial assistance.

**Time Frame for Project:** Is the RC&D being asked to be involved in a multi-year project or a single year? Give the approximate beginning and ending dates. The project itself may continue, but the RC&D Council needs to know how long they should expect to be involved.

**Estimated Financial Assistance Needed:** If the RC&D Council is being asked to be involved in some aspect of the financial needs of the project, complete these questions. If not this section can be left blank. Provide the approximate dollar amount that is needed to complete the project and then check what type of assistance is being requested from the RC&D; are they being asked to administer a grant, do you need assistance in finding funding, or are you asking directly for a donation or contribution? If none of these fit, provide information on the continuation sheet.

**Project Sponsor(s):** This is where the sponsors who were identified on page one would sign, indicating when formal action was taken.