

SWFT General Project Proposal

Please provide a **ONE-PAGE proposal** that describes the **project** you are willing to **head up**. Please be sure to include enough **quality information** to help generate interest and **broad support** from the neighborhood, including an explanation of how any costs will be covered. Be sure to organize your proposal into the following sections and limit the total length of the proposal to one page.

1. **NAME** Provide a name for the project and identify who is responsible for preparing the proposal.
2. **PROJECT JUSTIFICATION** Describe specific ways in which neighbors, the neighborhood as a whole, and/or others will benefit from the project. Describe the success of similar projects that have been implemented elsewhere. Include information you have gathered that suggests the proposed project would be successful in our neighborhood.
3. **ACTION PLAN** List the major steps that must be taken to get things started and keep things going. As much as possible, indicate *who* will accomplish *what*, by *when* - especially during the early stages. Please provide contact information for all major partners referenced in the action plan (*email addresses, phone numbers*).
4. **BUDGET** Provide an accurate list of estimated costs and plans for obtaining any required funding. If the planned source of funding is a funding request letter or neighborhood grant, provide information about the source, application requirements and deadlines. If any items and/or services will be donated to support the project, describe them and their value. If the project is expected to generate revenue, provide an estimate of the amount of income expected.
5. **REQUIRED PERMITS** List any applications, permits, licenses, or other kinds of authorization that must be obtained to complete any stage of the project.
6. **SAFETY & SECURITY** Describe any areas of potential exposure to injury or legal liability that were considered. Describe any aspects of the plan included to promote safety & security and minimize exposure to liability.
7. **MEASUREABLE EVALUATION CRITERIA** List any measureable outcome objectives (*e.g. # attendees, % increase, # items donated, # bags of trash collected, \$ value of items donated, # items sold, \$ dollars raised, etc.*)