

Project Proposal Form

Please **make a copy of this document** to fill out, and then submit your completed project proposal and a photo for the poster to info@artfoundation.ca. From there the board will make a decision at their earliest convenience and inform you with a plan for proceeding.

E.g. Projects scheduled for January must be submitted by December 1.

<i>Project Manager Information</i>	
Name:	
Organization/Affiliation	
Phone:	
Email	
Background/Qualification <i>Explanation of any relevant past experience with the subject matter selected.</i>	

<i>Project Information Overview</i>
Project Title:
Project Description: <i>No more than 250 words.</i>

Goal(s)	
Benefits <i>How does this project benefit the Arts Foundation?</i>	
Objectives/Projected Results <i>What do you plan to accomplish?</i>	
Measurement of Success <i>How will you know you accomplished your goal?</i>	
Impacts	
On other programs, services, events, or projects within the organization?	
Current impact on the Foundation's board, staff, & volunteers	
Future impact on the Foundation's board, staff, & volunteers	

Timeline <i>What needs to be done & when?</i>				
Task Lead	Task	Start & End Dates		

Resources				
Equipment Needs <i>These will be provided by the Arts Foundation.</i>				
☐ Tables	☐ Speaker/ Sound system	☐ Studio Space		
☐ Seating	☐ Volunteers #: _____			
☐ Other: _____				
Project Revenue <i>Grants, budget allocation, program fees, ticket sales</i>				
Total Revenue				
Project Costs				
Total Costs				
Grand Total				
Approving Parties <i>Minimum 2 board members must approve this proposal</i>				
Name:	Helping with: <i>What role or task will be fulfilled? E.g. advertising, attending the event, assisting with management</i>	Method of contact <i>Facebook, email, phone #</i>		

Board Use Only

Strategic Alignment:

How does the workshop fulfil the Foundation's Strategic Framework?

Values:

Vision:

Mission:

Strategic Goals:

Project Approved?

☐ Yes

☐ No. Reason for rejection: