

# Events or Projects Proposal Sheet

Date Submitted: \_\_\_\_\_

Name of Proposed Project/Activity: \_\_\_\_\_

Proposed by: \_\_\_\_\_

Leadership and/or Partnership: \_\_\_\_\_



Brief Description of the Project/Activity:

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## Implementation Steps & Timelines:

Start date?	
Completed date?	
Volunteer time?	

## 1. Estimated Expenditures:

Dollar risk? (worst case scenario)	
Financial resources? (where will funds come from)	

## 2.

OUTCOME STATEMENTS	Prepare a short description for each of the following questions
What is the end result?	
What will the finished product?	
Is a profit anticipated?	
What is the evidence of accomplishment?	

**3. Please give short explanation of Pros and Cons (not just yes or no)**

<b>MEETING OUR MANDATE</b>	<b>Pros:</b>	<b>Cons:</b>
Does it fit our mission?		
What is the benefit to the community? (Hastings or TrentHills)		
Will it bring in new opportunities?		
Will it strengthen resident & business communities?		
Will it improve communications or raise awareness?		

**4.**

<b>EXTERNAL AUDIT</b>	<b>Pros:</b>	<b>Cons:</b>
A demographic fit?		
Market group?		
Public acceptance?		
Are we overlapping current projects?		

**5. Additional Comments:** \_\_\_\_\_  
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Proposer Signature: \_\_\_\_\_