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## PROJECT PROPOSAL / FUNDING REQUEST

### 1. Project Lead(s)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Background (and issue(s) to be addressed):

### 3. Project Description:

### 4. What need within the community is your project designed to address?

### 5. What work, if any, has already been done and who has been involved?

**6. Scope:**

Timelines:

Who will be involved: \_\_\_\_\_

Who will be affected: \_\_\_\_\_

Proposed Budget: \_\_\_\_\_

**7. Have you received funding from any other sources? If so, who?**

**8. Project Goal (see below for details to be included in identifying SMART goals): (specifically related to funding from Division)**

**9. Project Outcomes:**

**10. Measures of Success:**

**11. What support would you like the Division to provide?**

12. To ensure maximum impact and knowledge transfer where appropriate, please outline the elements of the communication plan relating to this proposal including: target audiences, goals, methods, and frequency.

13. If applicable, please provide any additional information that will be useful to the Board as they review your application.




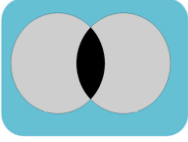

**For Division Use Only**                      Date of Review: \_\_\_\_\_

Status of Review:      Declined       Further information required       Accepted for funding

Explanation:

Reviewer Name: \_\_\_\_\_      Reviewer Signature: \_\_\_\_\_

### A SMART goal is:

-  **Specific** → **S** **Specific (and strategic):**  
Linked to strategic plan/priorities of Division. Answers the questions — Who? and What?
-  **Measureable** → **M** **Measurable:**  
The success toward meeting the goal can be measured. Answers the question — How?
-  **Attainable** → **A** **Attainable:**  
Goals are realistic and can be achieved in a specific amount of time and are reasonable.
-  **Relevant** → **R** **Relevant (results oriented):**  
The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.
-  **Time Based** → **T** **Time limited:**  
Goals have a clearly defined time-frame including a target or deadline date.