

**NEW INITIATIVES PROPOSAL TEMPLATE**

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| --- | --- |
| **DATE SUBMITTED** | **PROPOSAL NAME** |
|  |  |
| **SUBMITTED BY** | **ADDRESS** |
|  |  |
|  | **ADDRESS** |
|  | **CELL:** **EMAIL:** |

1. **PROJECT ABSTRACT (Describe the project/initiative.)**
2. **STATEMENT OF NEED (What resources are you looking for APWA to provide and what resources will the proposer be bringing to the project or program?)**
3. **PROJECT OR PROGRAM DESCRIPTION (Please provide details of the project and/or program being proposed.)**
4. **GOALS AND OBJECTIVES**
5. **How does this project or program meet and apply APWA’s Strategic Goals:**
6. **Please describe how this project or program provides something new or innovative for the members of APWA or APWA as an organization.**
7. **If funding is being requested, please describe how this project or program will be financed now and, if sustaining, how it will be financed in the future. (Please keep in mind that the New Initiatives Fund is designed to provide seed money to help bring new and innovative ideas to fruition. It is not designed to fund these programs or projects in their entirety from the beginning or throughout.)**
8. **TIMELINE (Please provide a detailed timeline for the proposed project or program.)**

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| ACTIVITY | PROJECTED DATE |
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1. **BUDGET**

**BUDGET OVERVIEW (Please describe the budget resources needed for this project or program.)**

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| ITEM DESCRIPTION | PRICE | QUANTITY | TOTAL |
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| **TOTAL** | | |  |

1. **STAFF AND ORGANIZATIONAL INFORMATION (Please include the following information for volunteers and /or APWA staff needed for this program or project, if known.)**

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| --- | --- | --- | --- |
| NAME AND TITLE | QUALIFICATIONS | CERTIFICATIONS | SKILLS |
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1. **EVALUATION (FOR APWA OFFICIAL USE ONLY.)**