# **A close up of a sign  Description automatically generated**

# **Project Prospectus form Date:**

## REQUESTOR

|  |  |
| --- | --- |
| ***Requesting Entity:*** |  |
| ***Contacts:*** | *name:* |  | *name:* |  |
| *address:* |  | *address:* |  |
| *phone:* |  | *phone:* |  |
| *email:* |  | *email:* |  |
| ***ORGANIZATIONAL DESCRIPTION:*** |  |
| ***Organizational track record:*** |  |
| ***FISCAL AGENT for THIS PROJECT:*** |  |
| ***PROJECT OWNER:*** |  |
| ***OPERATOR/SUSTAINING PARTY:*** |  |

1. **PROJECT TITLE**

|  |
| --- |
|  |

1. **SUMMARY PROPOSAL OR REQUEST**

|  |  |
| --- | --- |
| ***PURPOSE/WORK TO BE ACCOMPLISHED:*** |  |
| ***FUNDS NEEDED under this PROPOSAL:*** |  |
| ***APPROPRIATENESS to FUNDING SOURCE:*** |  |

1. **BACKGROUND**

|  |
| --- |
| 1. **LOCATION**
 |
| ***IMPLEMENTATION SITE:*** |  |
| ***STATE LEGISLATORS/DISTRICTS:*** | ***SENATE:*** |  |
| ***HOUSE:*** |  |
| ***CONGRESSIONAL HOUSE DISTRICTS:*** |  |
| PROBLEM/NEED |
| *NEEDS/PROBLEMS/**GOALS TO BE MET:* |  |
| *PEOPLE IMPACTED:* |  |
| *INSUFFICIENCY OF* *LOCAL RESOURCES:* |  |
| PROJECT DESCRIPTION |
| ***DIRECT USE OF FUNDING:*** |  |
| ***ORGANIZATION OF ACTIVITY*** ***(Who, What, When, Where):*** |  |
| ***OUTCOMES/******RETURN ON INVESTMENT:*** |  |
| BENEFICIARIES |
| ***BENEFITTING AGENCY:*** |  |
| ***BENEFITING CITIZENS:*** |  |

## BUDGET

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total Project Budget | **Other****Sources** | **Funder Portion** |
| 1. Administration
 |  |  |  |
| 1. Architecture & Engineering
 |  |  |  |
| 1. Other Professional
 |  |  |  |
| 1. Inspection
 |  |  |  |
| 1. Property Acquisition
 |  |  |  |
| 1. Construction &/or Rehabilitation
 |  |  |  |
| 1. Contingencies
 |  |  |  |
| **Total, Project Costs:** |  |  |  |
| **Annual OM&R**  |  |  |  |

###### PROJECT READINESS

###### *(In narrative, describe indicators that demonstrate that the project is ready to be implemented upon award of funds)*

|  |  |
| --- | --- |
| ***Matching Funds,*** ***Other Resources:*** |  |
| ***Resolutions, Contracts, Clearances & Titles:*** |  |
| ***Designs & Plans:*** |  |
| ***Other:*** |  |

## SIGNATURE, TYPED NAME & TITLE, and DATE OF SUBMITTAL

1. **appendix** *(sample attachments – sometimes not needed with introductory prospectus, but best to have them ready for inclusion with subsequent correspondence or proposals)*

|  |  |
| --- | --- |
| APPENDIX ITEMS ATTACHED | **✓** |
| ORGANIZATIONAL DOCUMENTS  |  |
| MAPS  |  |
| STATISTICS  |  |
| SITE PHOTOS |  |
| PROJECT PLANS  |  |
| EVIDENCE OF COOPERATION & PARTNERSHIP  |  |
| PROOF OF READINESS  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***prepared by/date:*** | ***X*** | ***reviewed by/date:*** | ***X*** |
| *name:* |  | *name:* |  |
| *title:* |  | *title:* |  |
| *organization:* |  | *organization:* |  |
| *address:* |  | *address:* |  |
| *phone:* |  | *phone:* |  |
| *email:* |  | *email:* |  |