About the Project

o New Request o Recurring Request; year last requested: _____

Project Name: _____

Date(s): _____ Location(s): _____

Lead: _____

Tel: _____ E-mail: _____

Project Description:

Purpose/Vision:

Anticipated revenue: $_____

Contributing factors of revenue projection:

Project Type (please circle primary Type):

Communications (IE. Newsletter, social media)	**Bringing People Downtown** (IE. Events, activities)	**Direct Business Support** (IE. Education, funding, networking)	**Improving Public Space** (IE. Benches, art, bicycle, racks, planters, trees, flowers)
Keeping The Downtown Safe & Clean (IE. Clean sweep program, safety audit)	**Marketing** IE. Buy Local campaign, decorations, umbrella project, logo)	**Planning For The Future** (IE. Streetscape Plan, Retail Strategy, Design Guidelines)	**OTHER**

Funding the Project

Funding Request: $_____

Total cost of Project: $_____

Funding Required by date: _____

Expense(s)*:	Amount Requested
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
Total:	$_____

*to consider funding, attached quote/estimate of expense(s) must be attached.

BIA BOARD USE ONLY

Amount Approved: $_____

Approved by:

_____,

_____

_____, treasurer

Expensed under:

_____

Date Approved: _____

Comments:

_____

_____

_____

_____

_____