

Project Proposal & Funding Request

St. Marys BIA

Thank you for submitting a Project Proposal to the St. Marys BIA, and for your interest in keeping the St. Marys BIA strong and vibrant.

PROCESS

1. Submit your completed proposal and attachments to **xxx**.
2. Your Proposal will be reviewed for completeness. If it is incomplete, it will be sent back to you with an explanation of what is required. The Board can only review complete Proposals.
3. **XXX** will notify you when your Proposal is scheduled to be discussed at a BIA Board Meeting.
4. Please attend the BIA Board Meeting to present your Project Proposal and answer questions from the Board.

If you have any questions about this form or process, please contact **xxx**.

Date:	
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Project Name:	
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Project Date(s):	
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Project Location(s):	
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Project Lead:		
	Email:	
	Tel:	

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BIA Board Representative for Project:	
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Project Team:	

Goals, Objectives & Measuring the Impact of your Project: Please use the following section to explain the goal(s) of your project, objectives (what you are going to do to achieve your goal(s)), and how you are going measure the impact of your project.

A goal is the purpose of the project- why you are doing it. A goal is usually very simple and straightforward. What are you trying to address with your project?

Objectives are what you are going to do to reach your goal. What tools or methods are you going to use to achieve the different parts of your goal? Why are these the best tools or methods? What steps do you need to take to make this project a success?

Measuring the impact of projects helps the BIA know what is working and why. Outline what you are going to measure or record to give the BIA an idea of the impact of your project.

GOAL #1:

No.	Objectives	How will you measure the impact of your objectives?

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Project Description:	

Project Type:	COMMUNICATIONS (e.g. newsletter, facebook)	BRINGING PEOPLE DOWNTOWN (e.g. events, activities)	DIRECT BUSINESSES SUPPORT (e.g. education, funding, networking)	IMPROVING PUBLIC SPACE (e.g. benches, art, bicycle racks, planters, trees, flowers)
	KEEPING THE DOWNTOWN SAFE & CLEAN (e.g. clean sweep program, safety audit)	MARKETING (e.g. Buy Local campaign, decorations, umbrella project, logo)	PLANNING FOR THE FUTURE (e.g. Streetscape Plan, Retail Strategy, Design Guidelines)	OTHER

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Total Funding Request:	
Percentage of Project funding required from the BIA:	

Project Budget: Expenses & Revenues: Please use the format below and submit a separate spreadsheet with all project budget details; please show Expenses and Revenues. Remember to attach estimates and quotations.

Expenses

ITEM	ESTIMATE	ACTUAL	SUPPLIER
TOTAL EXPENSES:			

Revenues

REVENUE TYPE	ESTIMATE	ACTUAL	NOTES
Sponsorship			
In-Kind			
Donations			
BIA Funding			
Grant			
Town of St. Marys			
Other – list			
TOTAL REVENUES:			

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The section below will be filled out by the St. Marys BIA Board.

DATE COMPLETED PROPOSAL SUBMITTED TO THE ST. MARYS BIA:	
DATE PROPOSAL PRESENTED TO THE BOARD:	
PRESENTER(S):	
BUDGET REQUESTED:	
PERCENTAGE OF BUDGET REQUESTED FROM THE BIA:	
ALIGNMENT WITH BIA STRATEGIC PLAN? HOW?	
BOARD DECISIONS (project approval/denial, conditions, rationale, etc.):	
BUDGET APPROVED:	
FOLLOW-UP REQUIRED:	