**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Description:**

**WHAT** will you do? WHAT is your proposal?

**Project Goals:**

WHAT do you expect to accomplish for the community upon completion of this project? Goals should be S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, and Time-bound) [Refer to the SMART Goal template.](NTW%20SC%20Budget%20Requests/SMART%20Goals%20Template.docx)

**Project Lead(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Which NTW milestone(s) will this project accomplish?** Refer to [NTW Milestones](../Key%20Documents/NTW%20Milestones.pdf) and [Subcommittee Budgets](../Budget/NTW%20Subcommittees%20Budget%20Allocation.pdf)

|  |  |  |
| --- | --- | --- |
| **Project Area** | **Milestone** | **Funds Requested** |
| *Ex. Housing*  | *1.1 – Create a program to support existing Homeowners with various topics including; property taxes, predatory lending, etc.* | *$2,400* |
|  |  |  |
|  |  |  |
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**Total Budget Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Has this project and budget received approval from the appropriate NTW subcommittee(s)?**

[ ]  **Yes** [ ]  **No**

**Are there other organizations doing similar work in the community? If so, have they been contacted to work on this project?**

**BUDGET DETAIL:**

List **all** the expenses for your activity or project below.

Potential expenses include: food to be consumed at the activity; promotional and marketing expenses; supplies/items to support or be consumed at the activity; and names of fees and/or permits needed to conduct the activity.

Try to be as specific as possible by itemizing this budget. Avoid generalizations such as “general supplies”; instead, list something like “400 paint brushes @$5 each” and “10 cans of paint @ $20 each” under a given table cell. Feel free to add your own rows as needed if using a word processor.

Please note: calculate column C for each row by adding together columns A and B.

Expenses you will cover using other funds go here:

Expenses you want covered by NTW funds go here:

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
| **Project Expense Category** | **Amount Requested from Small Grant** | **Amount Funded from Other Sources (please list other sources if possible)** | **Total Cost/Total Amount Required** |
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| **Total expenses:** |  |  |  |