

PROPOSAL GUIDELINES

Instructions:

Use this Proposal Worksheet as a guide. You can complete the sections on a separate page. Submit completed proposal by email to Caroline on time for the target meeting, carolinefior@yahoo.com.

Submission Information:

Proposal Name	
Submission Date	
Name of Proposal Author(s)	
Author Contact Info (email and/or phone)	
Time Requested at Community Meeting	

Proposal Information:

1. What is the proposal?
2. How would you classify your proposal? a. a one-time project b. an ongoing project c. a change in policy d. a new policy
3. Why is the proposal necessary?
4. How is the proposal to be implemented?
5. Where in the community will the proposal take place?
6. When is the projected start date?
7. When is the projected completion date?
8. Who will be responsible for the implementation of the proposal?
9. Describe all costs involved (If proposing using reserve funds, include page of reserve study where funds are allocated for this purpose and component description name used in reserve study) a. one-time cost b. ongoing costs c. one-time community labor d. ongoing community labor
10. Do the existing CC&Rs and/or Policy Manual impose any requirements or limitations on your proposal?