**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:**

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| 1. What is the proposal?  |
| 2. How would you classify your proposal? a. a one-time projectb. an ongoing projectc. a change in policyd. 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 costb. ongoing costsc. one-time community labord. ongoing community labor |
| 10. Do the existing CC&Rs and/or Policy Manual impose any requirements or limitations on your proposal?  |