



LARAMIE COUNTY MASTER GARDENERS PROJECT PROPOSAL FORM

Purpose: Active Members may use this form to submit written proposals for projects, initiatives, or activities to the Board and Membership for consideration. If there is not enough room to complete your responses, please attach additional sheets of paper. If the proposal is for funding only, please do not use this outline—submit a Donation Request Form (available for download from the LCMG Website, www.lcmg.com) to the Treasurer (treasurer@lcmg.org).

1. Project Sponsor

- a. LCMG Committee or Active Member Name: _____
- b. Phone Number: _____
- c. Email Address: _____

2. Project Information

- a. Project Name: _____
- b. Location (parcel # or street address; please attach a site/plot plan, as applicable):

c. Aligns to the following LCMG Objectives (select one or more, as applicable)

- i. _____ Educate Youth & Adults in Horticulture
- ii. _____ Promote Civic Beautification
- iii. _____ Develop leadership and personal growth
- iv. _____ Assist the University of Wyoming Laramie County Extension Office in fulfillment of its horticulture mission in Laramie County, Wyoming.

3. Project Description & Benefits

4. Project Scope

a. **Estimated Timeline/Milestones & completion date** (may be presented as specific dates or flexible estimates (e.g., +/- relative to another milestone): _____

b. **LCMG Responsibilities** (e.g., design, funding, materials, labor, etc.):

c. **Assumptions, Limitations, or Exclusions** (e.g., at least XX volunteers will be required; adequate infrastructure is/is not available; long-term maintenance beyond XX years of installation is excluded, etc.)

5. Project Management Process

a. **Major Deliverables** (include the name of the deliverable, responsible individual or organization, and completion date(s)): _____

b. **Who will oversee the project to completion? Should a new committee be formed to oversee the project to completion?** (e.g., design, funding, materials, labor, etc.):

c. **Estimated Project Cost** (complete this section if the proposal requires a financial obligation; please distinguish between one-time costs & recurring costs – attaching the LCMG Detailed Budget Estimate Form (available for download from www.lcmg.org) fulfills the requirement of this paragraph)

d. **Binding Agreements** (please identify draft Memorandums of Agreement (MOA) or Understanding (MOU), required permits, plans, contracts, grant applications, etc.)