Project Proposal / Request Form

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| |  |  | | --- | --- | | **PROPOSAL FOR YEAR(s):** |  | | **PROJECT PROPOSAL TITLE:** |  | | **SUBMITTER NAME:** |  | | **SUBMITTER CLUB:** |  | |

*About this project*

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| |  | | --- | | **ACTION** – (The HOW) describe how to get this done: | |  |  |  | | --- | | **DESCRIPTION** – (The WHAT) describe the project and scope: | |  |  |  | | --- | | **BENEFIT TO ERDBA -** (The WHY) list benefit(s) to ERDBA and/or Members: | |  | | **REQUIREMENTS** – (The NEED) list support needed to initiate and complete project: | |  | |

*Operational Budget*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **REVENUE –** estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: | |  |  |  | | --- | | **EXPENSES –** estimated expenses, costs: | |  |  |  | | --- | | **NET ANNUAL BUDGET IMPACT TO ERDBA** - estimated: | |  | |

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| --- | --- |
| |  | | --- | | *Project Details / Logistics* | |
| |  | | --- | | **SITE – Project Location:** | |  |  |  | | --- | | **EQUIPMENT REQUIRED:** | |  |  |  | | --- | | **DATE(s)** (please try not to conflict with area member events): | |  | | **Other Comments:** | |  | |