

Castle Alpha Tau Foundation, Inc. - Project Proposal Form

Applicant Name:	<u>Enter Your Name</u>
Applicant Email:	<u>Enter Your Email Address</u>
Applicant Phone:	<u>Enter Your Phone Number</u>
Proposed Project Name:	<u>Enter The Proposed Project Name</u>

Background Information:

Enter Background Information for the Proposed Project

Project Purpose & Scope:

Enter the Purpose & Scope for the Proposed Project

☐ **Work to be completed by volunteers** – Attach the following:

1. Names & contact information of volunteers.
2. Statement of qualifications of volunteers.
3. Cost estimate, including an itemized list of materials required.

☐ **Work to be completed by contractor(s)** – Attach the following:

1. A minimum of three (3) contractor provided cost estimates.
2. Reviews of the contractors and/or contractor references.

If a minimum of three (3) contractor provided cost estimates cannot be provided, explain why:

Enter Information About Why Three (3) Contractor Provided Cost Estimates Could Not Be Provided, If Applicable

Estimated Project Schedule:

Describe the Estimated Project Schedule

Proposed Project Monitor Name:	<u>Enter The Proposed Project Monitors Name</u>
Proposed Project Monitor Email:	<u>Enter The Proposed Project Monitors Email Address</u>
Proposed Project Monitor Phone:	<u>Enter The Proposed Project Monitors Phone Number</u>

Proposed Project Monitor Qualifications:

Describe the Proposed Project Monitors Qualifications

****THE PROJECT MONITOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF THE WORK, MANAGEMENT OF THE WORK, EVALUATION OF THE WORK, & THE COMPLETION OF THE PROJECT PROGRESS REPORTS****

Additional Notes (Optional):

Provide Additional Notes (Optional)

Enter the Report Date

Project Applicant Signature

Date

TO BE FILLED OUT BY THE CASTLE ALPHA TAU FOUNDATION, INC. BOARD OF DIRECTORS ONLY

☐ **Project Approved**

Date of Project Approval: Enter the Project Approval Date

☐ **Project Rejected**

Notes:

Castle Alpha Tau Foundation, Inc. Board of Directors Notes

Enter the President's Name

President's Name

President's Signature

Enter the Secretary's Name

Secretary's Name

Secretary's Signature