<u>Castle Alpha Tau Foundation, Inc. - Project Proposal Form</u>

Applicant Name: Enter Your Name

Applicant Email: Enter Your Email Address
Applicant Phone: Enter Your Phone Number

Proposed Project Name: Enter The Proposed Project Name

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: Enter The Proposed Project Monitors Name

Proposed Project Monitor Email: Enter The Proposed Project Monitors Email Address
Proposed Project Monitor Phone: Enter The Proposed Project Monitors Phone Number

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