



# NCRSC Project Proposal Form



*(To be completed and then submitted for approval by the NCRSC – A separate Motion is NOT needed)*

Name: \_\_\_\_\_

Request Date: \_\_\_\_\_

Area or Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Project or Idea (please check one):**

Regional Guideline / Policy

Activity or Event

Audio / Visual or Internet Service Tools

Other Service Tool Development

Other (please specify) \_\_\_\_\_

**Project Plan Information (In order to help us better prepare, please include as much information as possible):**

**Description and Rational for Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed size of Working Group (# of members): \_\_\_\_\_ Proposed # of "Face To Face" Meetings: \_\_\_\_\_

Proposed Location of Working Group: \_\_\_\_\_

Will rent be needed: Y N If so, approximate amount of Facility Rent needed: \_\_\_\_\_

Anticipated Travel Expenses needed for Working Group meetings: \_\_\_\_\_

Anticipated Cost of Copies, Supplies, and other Materials needed to complete Project: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_ Total Estimated Project Costs: \_\_\_\_\_

**This Section is to be completed by the RSC Secretary**

Project Approval Date: \_\_\_\_\_

Date of Administrative Committee funds verification : \_\_\_\_\_

*(Project cannot be commenced until the Admin Committee has verified adequate funding)*