

Project Name:

1. **How will the project benefit the City and community? Is there any benefit to the surrounding region?**
2. **Communities to benefit (ethnic minorities, low-income, homeless, a specific neighborhood, etc.)**
3. **Statement of Need**
 - a. *Why is there a community need for this project? Who will the project serve? How many people will be served by the project? Provide any studies, articles, photos or other resources that speak to the demand for the project you are proposing.*
4. **Project Benefit and Outcomes**
 - a. *Describe the benefits of the program and the anticipated measurable outcomes.*
5. **How will funds be spent?**
 - a. *Describe how the money will be spent (i.e., \$X for salaries; \$X for programming; \$X for equipment; etc.). Provide as many details as possible. Are there other funds for the project (from the City or an outside source) and where is it coming from?*
6. **Why the project is a good use of taxpayer funds?**
7. **Partners and Supporters**
 - a. *Create a comprehensive list of entities that may provide a letter of support. The more support you have, the more likely it is that your project is submitted by the federal elected official. Look at other elected officials (state senators/assemblymembers, county supervisor, neighboring cities, police/fire chiefs) as well as community leaders (school superintendent, nonprofits, hospital leaders).*