

Date Submitted: \_\_\_\_\_ End of Project Term: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## Calvert Garden Club Project Request Form



A. **Name of Project:** \_\_\_\_\_

B. **Project Chair/Lead:** \_\_\_\_\_

C. **Description of Project:** *Include the following: goals, how project satisfies the objectives of the CGC.*

D. **Benefits of the project:** *Include the following: who and estimate number of people that will be served by the project.*

E. **Term of the Project:** *Maximum term is 3 years.* \_\_\_\_\_

*(NOTE: project's term can be renewed when term has expired by submitting new project request form.)*

F. **Number of CGC members required for the project:** \_\_\_\_\_

G. **How will project be maintained after CGC's project term has expired:**

H. **Yearly Project Cost:** *Include each year's estimated cost with itemization of anticipated expenses.*