

Date Submitted:

Applicant Organization:

Contact Person:

Telephone Number:

E-mail:

Mailing Address:

Project Goals & Description:

Is the project visible/accessible to the Public?

How does this project benefit the community?

Why is this important to your organization?

Start and Completion Dates:

Other Parties Involved:

Name & phone # of contact:

Total Estimated Project Cost: \$

Additional Funding Sources:

Private Donations:

Grants:

Fundraising:

Action Requested of SBB:

Estimated Expense to SBB: \$

What are your Grant Dispersal needs:

Is Applicant a member of SBB?

How will SBB be recognized?

For Schools: Do you participate in SBB's Arbor Day Program?

## Please Attach:

- Cover Letter stating importance of project to proposing organization
- Complete budget for project including funding sources for each element
- Project description, specifications
- Blueprints, landscape designs, renderings
- Plant and/or Materials list
- Additional materials: \_\_\_\_\_
- \_\_\_\_\_

## Steps to Project Proposal Approval

1. Complete proposal form and submit to SBB.
2. SBB Treasurer Appoints SBB Liaison.
3. Proposal added to Ways & Means agenda.
4. Proposal and supporting material presented to the Ways & Means Committee and discussed.
5. Ways & Means Committee votes to recommend acceptance by the Board of Directors; and/or requests additional information; or recommends approval with modifications; or recommends against proposal.
6. Proposals that the Ways & Means recommend supporting are added to the Board of Directors Meeting Agenda for discussion and a vote.
7. If the Board approves the proposal by a resolution, it goes forward, funded/enacted as the Board resolves.

FOR SBB USE ONLY:

SBB BOARD MEMBER LIAISON: \_\_\_\_\_

Ways & Means Review Date \_\_\_\_\_ / Recommend Approval to Board Date: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Note and / or MOU To Applicants Date: \_\_\_\_\_

Signed Copy of Memorandum of Understanding in file? Yes / No

Date Check Issued? \_\_\_\_\_ Amount: \_\_\_\_\_



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