

# Voluntary Project Proposal Form



Return this completed form and any attachments to:

**KY EXCEL**  
**Division of Compliance Assistance**  
**300 Fair Oaks Lane**  
**Frankfort, KY 40601**  
**1-800-926-8111**

(A separate form must be submitted for each project being proposed.)

It is the responsibility of the member to ensure all necessary permits are obtained prior to commencing construction on a proposed project.

## PROJECT SUMMARY

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

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

Anticipated Completion Date: \_\_\_\_\_

Primary Audience: \_\_\_\_\_

Project Description:

## PROJECT MEASUREMENTS

## ENVIRONMENTAL BENEFIT

# **VOLUNTARY PROJECT PROPOSAL FORM INSTRUCTIONS**

This form is used to submit proposed voluntary environmental projects for KY EXCEL program participation. ***A separate form must be completed for each project being proposed.*** If needed, supporting information may also be attached to this form.

## **SECTION I. PROJECT SUMMARY**

**Project Title:** Enter the title of the project. Select a title that generally describes the project. Examples of project titles could include paper recycling program, hazardous waste reduction project or increasing energy efficiency.

**Anticipated Completion Date:** Indicate the estimated time line for completing the project. This time frame could be a specific date, such as July 14, 2008, or a more general statement like winter of 2009.

**Primary Audience:** Identify the individuals that will be most affected by the completion of this project. For example, your project may be targeted toward your company's employees, a student group or the general public.

**Project Description:** In one page or less, describe your proposed project in more detail. Assume that the reader will have limited information on the project, so provide enough detail for the reader to understand the project and its objectives.

## **SECTION II. PROJECT MEASUREMENTS**

Each year, KY EXCEL members are required to report the results that were achieved by each voluntary project. Use this section to list how your organization will be measuring these results. KY EXCEL understands that not all projects will be easy to measure, but strongly encourages its members to quantify their project results as much as possible. It is acceptable to have more than one measurement for each project. Some examples of measurements include the number of people trained, the pounds of hazardous waste reduced, the tons of paper recycled and the number of acres of trees planted.

## **SECTION III. ENVIRONMENTAL BENEFIT**

Describe the environmental benefits that would be expected as a result of completing the proposed voluntary project.

**If you have any questions regarding KY EXCEL or the use of this form,  
contact KY EXCEL by calling toll-free at 1-800-926-8111.**