

**CAPITAL RC&D AREA COUNCIL, INC.**

**PROJECT PROPOSAL FORM**

**For Questions or Comments, Please Contact:**

**Capital Resource Conservation and Development (RC&D) Area Council, Inc.**

**401 East Louther Street, Suite 307**

**Carlisle, PA 17013**

**Phone: 717.241.4361**

**Fax: 717.240.0548**

**RC&D Coordinator, Susan Parry**

**Email: [susan.parry@pa.usda.gov](mailto:susan.parry@pa.usda.gov)**

**RC&D Program Manager, Susan Richards**

**Email: [susan.richards@rcdnet.net](mailto:susan.richards@rcdnet.net)**

**Program Administrator, Kathy Greiner**

*All programs and assistance by the Capital RC&D Council are available without regard to race, gender, religion, age, disability, political beliefs, and marital or family status.*

# CAPITAL RC&D AREA COUNCIL, INC.

## PROJECT PROPOSAL FORM

### FREQUENTLY ASKED QUESTIONS:

The Capital RC&D Area Council provides assistance to local SPONSORS in completing projects that address natural resources conservation and human resource development. The Capital RC&D will provide assistance to projects that fall within its goals of achieving balance between community economic development and natural resource protection (*Please see attached Mission, Goals and Objectives*).

**How can I propose a project idea or request support from the Capital RC&D Area Council?** Any individual or group in the Capital RC&D Area that has an idea for a project, or a request for support of a project, should first contact their sponsoring county's COUNCIL MEMBER AGENCY.

**What are my county's Council Member Agencies?** The Capital RC&D Area Council covers a seven county area that includes Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon and York Counties. The RC&D Council Board of Directors consists of three members from each sponsoring county in the area; one county commissioner representative; one conservation district representative; and one member at large from the county's general population. A Council Board list can be provided by the Capital RC&D office (contact information listed below) upon request.

**What should I know when I contact a Council Member Agency?** If you or your group has a good idea for a project, there are a few things to consider before contacting the Council Member Agency. If your project idea is well developed, it will be easier for you to explain the details of the proposal. The better a council representative's understanding of your project, the better your chances of receiving assistance from the Capital RC&D Council. If you need information or assistance, contact one of the Council Members for the county in which the project is located or the RC&D office. They may be able to tell you about similar projects in your area, or otherwise help you in refining your proposal.

**A good preliminary proposal should include the following:**

- ☐ **Support Needed** – What support does your project need? Technical? Financial? Managerial?
- ☐ **Project Budget** – Estimated project budget (provide documentation)? What resources can your group provide? What financial assistance is needed?
- ☐ **Statement of need** – What is the project issue? What is the need to be addressed?
- ☐ **Project Objectives** – How does your project address the issue/need?
- ☐ **Expected Outcomes** – What, where, who, and/or How Much will the project improve, promote, inform, develop, protect, etc.
- ☐ **Community Benefits** – What are the effects that the completed project will have on the economic, social, & environmental conditions of the area?
- ☐ **Sponsor Support** – Who could sponsor or carry out the project? What is your group or agency willing to do to see this project accomplished? What are the strengths and abilities of your group? How much time and effort is your group willing to commit?

**What is the proposal approval process?** After the proposal is submitted to a Sponsoring Council Member Agency, the Council Representative from that agency will bring your proposal to a meeting of the Capital RC&D Area Council. The Council will review your proposal and discuss it to be sure it addresses an objective and/or fits into the vision and mission of the Capital RC&D. Your proposal will also be evaluated on its completeness and the level of commitment from your group.

**What happens to a project that is approved by the Capital RC&D Council?** It is very important to remember that the Capital RC&D Area Council ASSISTS Sponsors in accomplishing the goals of the SPONSOR'S PROJECT. The SPONSOR (your group) is required to provide a major commitment to the project. Once a proposal is adopted by the Capital RC&D Area Council as a project, the USDA Natural Resources Conservation Service RC&D Coordinator is authorized to investigate technical and/or financial resources necessary to complete it. In this process, the SPONSOR, or its designated contact, will assist the RC&D Coordinator in developing a complete proposal and the SPONSOR will play a major role in project completion. In some cases, additional support staff may be available to assist the SPONSOR in various aspects of project development and application.

**CAPITAL RC&D AREA COUNCIL, INC.**

**PROJECT PROPOSAL FORM**

Sponsor Organization Name: \_\_\_\_\_

Are you or is your organization currently a member of Capital RC&D? Yes \_\_\_\_ No \_\_\_\_

Project Contact Person: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT DATA**

This form is for a single completed project. If this project requires additional phases, another application may be required.

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

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

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

Estimated Project Start/End Dates: \_\_\_\_\_

Assistance Type Requested: (*check one or more*)

_____ Technical Assistance	_____ Planning Assistance
_____ Informational/Educational Activities	_____ Potential Funding Source Location
_____ Organizational Support	_____ Other (PLEASE EXPLAIN)

Project Budget:

_____ Salaries/Benefits	_____ Administration
_____ Travel	_____ Contractual
_____ Equipment and Supplies	_____ Construction

Estimated Total Cost of the Project: \_\_\_\_\_

Total \$ amount requested through Capital RC&D (if applicable): \_\_\_\_\_

Itemized Funding Sources:	1) _____	Total \$ _____
(E.g. In-kind/ matching funds)	2) _____	Total \$ _____
	3) _____	Total \$ _____

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**PROJECT PROPOSAL FORM**

**STATEMENT OF NEED**

Describe the project's issue to be addressed and its effects on the local community or area. If there are no direct effects, describe how solving the problem will improve the quality and/or quantity of the resources affected or improve the social, economic or environmental well being of the people. PLEASE BE BRIEF WITH YOUR ANSWER.

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**OBJECTIVE**

Please list and relate the project to a goal/objective listed in the **Capital RC&D Plan of Work** (can be provided). How does your project address the issue/need stated above? PLEASE BE BRIEF WITH YOUR ANSWER.

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**EXPECTED OUTCOMES**

What, where, who, and/or how much will the project improve, promote, inform, develop, protect, etc. PLEASE BE BRIEF WITH YOUR ANSWER.

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**COMMUNITY BENEFITS**

State the effects that the completed project will have on the economic, social, & environmental conditions of the area, e.g.- Will this project create jobs? Improve water quality? Promote healthy living? Develop or aid new technologies/ business and industry? Preserve or protect natural or cultural resources? PLEASE BE BRIEF WITH YOUR ANSWER.

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**PROJECT PROPOSAL FORM**

**SPONSOR SUPPORT**

Who could sponsor or carry out the project? What is your group or agency willing to do to see this project accomplished? What are the strengths and abilities of your group? How much time and effort is your group willing to commit? PLEASE BE BRIEF WITH YOUR ANSWER.

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**SPONSOR SIGNATURE**

I understand that this application is for a single and complete project. As such, if this project requires additional phases, supplemental project applications may be required. I also understand that if Capital RC&D approves the project application, the RC&D will provide resource assistance. As a project sponsor, I understand it is my responsibility to use these resources to the best of my ability to complete and maintain the project.

Sponsor Name/ Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**RC&D USE ONLY**

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Comments: \_\_\_\_\_

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Capital RC&D Goal/Objective addressed by this project:

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Council Review:

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_

Council Comments & Recommendations: \_\_\_\_\_

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