

## **The Title (the project)**

### **Objective/Scope**

Summary of the proposal. Make sure to include a clear, short statement defining what the proposal will cover.

### **Goal/Results**

Describe the goal/results you want to achieve. We want these to be S.M.A.R.T. goals (Specific, Measurable, Attainable, Relevant, Timely) when at all possible

### **Motivation/Climate Incentive**

What are the motivations for this project? How will it help our community? How will this reduce/encourage reduction of carbon emissions?

### **Sebastopol City General Plan**

Can you cite any sections from the [Sebastopol General Plan](#) that back up your proposal? Are there any other cities that are doing something similar

### **Who**

Outline the group you are representing and who will be involved in the project

### **Timeline/key Milestones for Project (Connect this with Goals/Results)**

Milestone #1 Description, Delivery Date

Milestone #2 Description, Delivery Date

Milestone #3 Description, Delivery Date

### **Budget/Resource Needs**

Summarize any budget/resources needed from the Climate Action Committee or the city of Sebastopol. Its best to connect these to deliverables so we can show how the resource provides help to our goal