**1.0 PROJECT NAME:**

**2.0 TYPE OF PROJECT: (Check Type and Highlight Subtype)**

\_\_Infrastructure: Water, Wastewater, Broadband, Transportation, Public Facility, Other

\_\_General Development: Industrial, Commercial, Residential, Mixed

\_\_Site/Facility Development for Specific Business

\_\_Workforce Development

\_\_Business Development

\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.0 PROJECT SPONSOR:** Name, address, contact info for who is submitting project information.

**4.0 PROJECT PRINCIPALS**: Name, Address, Contact Info.

**5.0 PROJECT DESCRIPTION:**

**6.0 PROJECT PURPOSE AND BENEFITS:** Describe the purpose and benefits to the region of the project. Describe if/how the project builds capacity within the region for improved economic development or community development, builds capacity in the region for improved economic and community development, and/or advances the goals and objectives of the region’s CEDS and/or regional plans, and address the most pressing needs of the region.

**7.0 PROJECT TIMELINE, MILESTONES, AND STATUS:** Describe the project timeline, the current status, and impediments to proceeding. Include factors such as site control, engineering and design, financing/funding identification and commitment, and permitting. Clearly identify where the project is in the timeline and what work remains.

**8.0 PROJECT PRINCIPAL EXPERIENCE:** Describe project principal experience, ability to complete the project, and describe any partnerships that will help ensure success.

**9.0 PROJECT SUPPORT AND REGIONAL NEED:** Describe how the project is consistent with identified local and regional goals, advances regional needs identified in the region’s CEDS and/or regional plans or is supported by reports or public forums. Describe the community support for the project and any community engagement that has occured. Include reference and link to region’s CEDs, the municipal and/or regional plan, report, or forum identified. Also describe how the project leverages regional human, social, financial, cultural, and/or physical capital, and supports, compliments, or enhances existing efforts.

**10.0 PROJECT COST, IDENTIFIED AND COMMITED FUNDS/FINANCING, AND FUNDING GAP:** Provide the total project cost, include a simple source and uses chart, describe the amount of funds/financing that have been identified and include a clear status of the funds (Received, committed, applied for, identified, etc.) including the dates of receipt, commitment, application, expected distribution, etc. Clearly identify any funding gap and identify the state or federal resources that you expect to help fill the gap.

**11.0 JOB CREATION:**

Provide an estimate of the number of permanent and temporary jobs to be retained and/or created by the project, including the period of time over which new jobs will be created.