

Association Resource Group

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ARG Gives Back: Project Application

Please complete the following questions. You may provide any additional information as you see necessary to better explain the objectives and plan for the project for which you are applying.

Once complete, please submit this application and all other related documents by March 1, 2009 to:

Association Resource Group
13790 E Rice Pl, Suite 100
Aurora, CO 80015

Name of Project:		Contact Person:
Name of Organization		Contact Phone:
Address of Organization:		Contact Email:
Organization Website:	Contact Address:	
Contact Signature:		Date:

Basic Information:

1. What will be the main focus of your project:

- Education
- Animal Welfare
- Membership Recruiting
- Special Event
- Other (please describe): _____

2. Who will manage and participate in the project?

3. Name and contact information of person(s) responsible for record keeping and budgeting for this project.

Project Objectives:

4. What is the main purpose for this project? If pertinent, what is the project's mission statement?

5. Please provide a detailed description of your project from start to finish and how your project will help you reach your objective.

6. How will you inform people/groups of your project, related events, and its objective? (advertising, marketing, education, etc.)

7. Please describe any products or services that you will offer and how they will help you meet your objective.

Budget:

1. What is the duration of your project? Please provide projected start and completion dates.

2. Please provide us with a budget plan for the project including: equipment, supplies, administration, education, etc. If necessary, please attach as a separate document.

3. Do you currently have insurance that covers this project? If not, what insurance coverage will you obtain?

Project Completion Requirements:

1. How will you know if your project was successful?

2. Upon completion of your project ARG will require a final report detailing the project, its successes, and how the provided funds were utilized. This information will be published as ARG sees fit and used when determining future awards. Please have the president of your club sign below in acknowledgment and release of information.

President's Signature

Date

Printed Name

Organization

For Office Use Only

Date Received: _____
Date Reviewed: _____
_____ Accepted
_____ Amount Awarded
_____ Denied