

## **THE GARDEN CLUB OF LONG BEACH ISLAND**

### **PROJECT PROPOSAL PLAN- OPEN TO ALL MEMBERS**

**Club-wide initiative, open to all members to submit a club project that is based upon our club Mission Statement:**

**“To further, in every way, interest in gardening and kindred subjects and to cooperate with all programs for the improvement in planting, conservation, environment and beautification of our island “**

**A proposal is a document that outlines a plan, idea or project that you want to pursue or implement that will require approval and funding from our club. Writing a well-structured, clear and persuasive proposal is essential for gaining the support and resources needed from our club.**

**Fill out the Project Proposal Sheet**

- 1. Purpose – clearly define why you are seeking approval, funding and collaboration.**
- 2. Research - conduct research to support your proposal with accurate data, statistics and credible sources. Review similar proposals or projects to ensure your project is feasible. Gather information on the resources, budget and timeline required for successful completion.**
- 3. Persuasion: Convince the members of the board of the feasibility and value of your proposal.**
- 4. Clarity: Clearly outline the steps, timeline and resources needed.**
- 5. Structure: Organize your ideas to demonstrate careful planning and preparation.**
- 6. Timeline: Provide a schedule for project milestones and completion dates.**
- 7. Summary – summarize your main point of your proposal in a clear and concise way – what impact it will have.**

**Writing a proposal requires clear planning, structure and persuasive communication. By effectively conveying your idea for a project, you increase the likelihood of gaining support, funding and approval – a well-organized proposal demonstrates commitment, feasibility and thoroughness.**

**Please note – project(s) selected will be listed under our clubs “New Projects” and the presenter of the project will become the Chairperson in charge of the initiative, choose committee members, and direct the project from inception to finished project. If the project needs maintenance, it will then be listed under Continuing Projects, with the chairperson and their committee continuing to navigate the project.**

**Project Proposal Deadline to the executive board of the Garden Club of LBI: JUNE 11th**

**THE GARDEN CLUB OF LONG BEACH ISLAND**

**PROPOSED INITIATIVE CLUB PROJECT**

**DESCRIPTION OF PROJECT:**

**LOCATION OF PROJECT:**

**ESTIMATED COST OF PROJECT:**

**ESTIMATED NUMBER OF MEMBERS NEEDED FOR PROJECT:**

**WILL THERE BE CONTINUED MAINTANCE INVOLVED AFTER PROJECT IS COMPLETED:**

**NAME OF PROPOSER:**

**TELEPHONE NUMBER:**

**E-MAIL ADDRESS:**

**DATE SUBMITTED TO THE BOARD OF THE GARDEN CLUB OF LBI:**

**(NOTE- ALL PROPOSALS MUST BE SUBMITTED TO THE BOARD NO LATER THAN \_\_\_\_\_  
JUNE 11th**