

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. Make S.M.A.R.T. goals (Specific, Measurable, Attainable, Relevant, Timely) when at all possible

Motivation/Climate Benefit

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

Sebastopol City Context

Can you cite any sections from the Sebastopol Climate Action Framework or Sebastopol General Plan that back up your proposal ([Sebastopol document library](#))? 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. It's best to connect these to deliverables so we can show how the resource provides help to our goal.