

## Sebastopol Climate Action Committee (CAC) Internal Project Development Guide

1. Generate idea
2. Discuss idea with Working Group or colleagues in below-quorum format (i.e., fewer than half of CAC appointed members)
3. Brainstorm to clarify goals & benefits:
  - a. Does it connect to CAC and City goals?
  - b. Who would benefit?
  - c. Who would have to do the work?
4. Complete **Sebastopol CAC Equity Matrix\*** and attach to project proposal outline (see next step)
5. Draft **Sebastopol CAC Project Proposal\*** for informational presentation to CAC
6. Discuss with CAC, integrate feedback to further refine proposal:
  - a. Discuss with interested parties?
  - b. Discuss with any relevant City Departments or Committees?
7. Formalize Proposal further for approval by CAC, submit to chair for CAC agenda at least one week prior to next meeting
8. Receive approval or further feedback from CAC (repeat steps 7 &8 as needed)
9. Support City staff as requested/advised to present Proposal to City Council
  - a. Clarify process for recommendation or request to City Government (e.g., which Department to hand off to or collaborate with)
10. Congratulate yourself, and track your idea's progress!

- [Equity Matrix](#) and [Project Proposal](#) are available on the [Sebastopol CAC web page](#)