



Use this form to submit a project proposal to the Participatory Budgeting Committee for review. There is a \$5,000 limit per project. Submit your application to pac-pb@alamo.edu. Once submitted, you will receive an e-mail confirming your submission. All applications are due no later than **February 29, 2020**. The Participatory Budgeting Committee will inform you of any additional steps and/or documents (quotes, data, pictures, maps, etc.) needed for your application. Please attach at least one picture to help the PB Committee review and understand your project. The information you provide in this application will be sent to our Public Relations office and used to create your promotional poster.

Project Name: _____
(use a catchy name)

Name of Project Lead: _____

Project Lead's E-mail: _____

Project Lead's Contact Phone: _____

Faculty Mentor's Name: _____
(if applicable)

Faculty Mentor's E-Mail: _____
(if applicable)

Project Group Members:

- | | |
|----------|---------------|
| 1) _____ | E-Mail: _____ |
| 2) _____ | E-Mail: _____ |
| 3) _____ | E-Mail: _____ |
| 4) _____ | E-Mail: _____ |
| 5) _____ | E-Mail: _____ |
| 6) _____ | E-Mail: _____ |

Which Strategic Direction(s) does this project support? Select all that apply. Link to: [PAC's Strategic Plan](#)

- a. Innovative Performance Excellence
- b. Maximize Capacity to Serve
- c. Student Empowerment
- d. Employee Empowerment

How will this project align to the Strategic Direction(s) selected above? (500-character limit)

Summary of Project (250-character limit):



Detailed Description of Project (1,000-character limit):

Have you spoken to matter experts about your proposal; such as faculty and staff? If so, please list their names below.

Other non-monetary resources needed. Example: classroom, land, scheduled maintenance, etc. (500-character limit)

Will this project be replacing an existing item(s) or will it require new space? (150-character limit)

Where would this project take place? Example: Memorial garden at courtyard. (150-character limit)

Who will this project benefit? How will it benefit them? (150-character limit)



Participatory Budgeting Committee Project Evaluation Section

The section below is for Participatory Budgeting Committee members to review and evaluate each project. Do not complete anything below the dotted line.

- 1) **Does the proposal require the use of new space or moving existing items into new spaces?**

- 2) **What sort of maintenance would the proposal routinely require?**

- 3) **Can this proposal be completed before the end of the fiscal year?** *Funding for student projects starts in April 2020 and ends in July 2020. Funding for employee projects starts September 2020 and ends December 2020.

- 4) **Does the proposal suggest continuous resupplying of items? If so, who will continue funding it?**

Expert Consultation Section

Based on the application that was submitted and reviewed FACILITIES, PROJECT MANAGEMENT, TECHNOLOGY, and PURCHASING experts on campus recommend the following:

*Other experts may be needed and will be contacted depending on the type of proposal



Committee Voting Results

(Tally)

YES	NO	MAYBE
Total	Total	Total

Follow-up Questions for Project Lead:

Final decision and why: