

PALO ALTO COLLEGE

SPRING 2020

Participatory Budgeting Application

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.

lame of Project Lead:		
roject Lead's E-mail:		
		Project Lead's Contact Phone:
aculty Mentor's Name:		Faculty Mentor's E-Mail:(if applicable)
		(ii applicable)
roject Group Members:	E Mail:	
1) 2)		
3)	E-Mail:	
4)	E Mail:	
5)		
6)	E-Mail:	
low will this project align to the Strate	gic Direction(s) sele	cted above? (500-character limit)
ummary of Project (250-character limit	t):	



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Detailed Description of Project (1,000-character limit):	
Have you spoken to matter experts about your proposal; such as fa	culty 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 no	ow snace? (150-character limit)
The time project be replacing an existing item(s) of will it require no	Space. (150 character lilling)
Where would this project take place? Example: Memorial garden a	t courtyard. (150-character limit)
Who will this project benefit? How will it benefit them? (150-chara	cter limit)



GRAND TOTAL:

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In the fields below, itemize your Participatory Budgeting project. Please be as detailed as possible.

Example:

Description	Amount	Vendor
Materials and supplies for project	\$1,000.00	Office Depot
T-shirts with logo for cause	\$ 500.00	VistaPrint.com

TOTAL:	\$1,500.00

ITEMIZED BUDGET				
Description	Amount	Vendor		

Please type in your full name, date, and e-mail if you agree to the following:

I have gathered enough information to conclude this project will not exceed a total amount of \$5,000, including shipping and other fees. Cost(s) pertaining to this project will not reoccur past the fiscal year approved for funding (August 31), unless it requires routine maintenance, which will also be considered by the PB Committee in order to move the project forward into the voting phase of PB. I understand all proposals go through a review process before going out for votes and this application does not guarantee my proposal will be funded. I also understand that if my project wins, deviation of the items on this itemized budget is not permitted as it would not be what the community voted for.

Full Name:	Date:	E-Mail:



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Participatory Budgeting Committee Project Evaluation Section

	ranticipatory budgeting committee rioject Evaluation Section
	ection below is for Participatory Budgeting Committee members to review and evaluate each project. Do not ete 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
	on the application that was submitted and reviewed FACILITIES, PROJECT MANAGEMENT, TECHNOLOGY, and HASING experts on campus recommend the following:

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

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Committee Voting Results

(Tally)

YES	NO	MAYBE
Total	Total	Total

Follow-up	Ouestions	for	Proi	ect	Lead:
I Ollow up	Questions		,	CCC	LCuu.

Final decision and why: