**SUSTAINABLE CITY YEAR PROGRAM: PROJECT SUMMARY TEMPLATE**

Please use this template as a guide to gathering and listing information that will compile your project descriptions. The righthand “Comments” column is for your use to document questions, follow-up, etc.

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| --- | --- |
| Project Description (paragraph): | Comments: |
| Deliverables/Desired Outcomes: |  |
| Initiating Department (can be Multiple Departments): |  |
| Potential Project Lead (Staff Name and Department): |  |
| Potential Funding Source (can be Multiple Sources): |  |
| Relevant Agency, City and/or Community Partners: |  |
| Related Council or Agency Goals: |  |