

SUSTAINABLE CITY YEAR PROGRAM: PROJECT SUMMARIES 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 that needs to be done, etc. prior to your submittal.

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:	
Additional Comments/Notes:	