**WYGEO Project Submittal Template**

Please include the following information for your project’s funding considerations by the Board of Directors.

1. Project Title: [Insert the name of your project]

2. Overview: [Provide a brief overview of your project, including its purpose, scope, and objectives]

3. Background: [Provide some background information on the project, such as why it's important, what problem it addresses, and how it will benefit the target audience]

4. Methodology: [Describe the methodology you plan to use for your project, including any research or data collection methods, as well as any tools or software you will use]

5. Timeline: [Provide a timeline for the project, including key milestones and deadlines]

6. Budget: [Provide a detailed breakdown of the budget for the project, including any costs associated with research, development, production, marketing, and distribution. If other funding opportunities exist please include the funding entities names and anticipated fund amounts]

7. Risks and Mitigation Strategies: [Identify any potential risks or challenges associated with the project, and provide strategies for mitigating or managing these risks]

8. Evaluation and Impact: [Outline the criteria you will use to evaluate the success of the project, as well as the expected impact it will have on the target audience]

9. Conclusion: [Summarize the main points of your proposal, including the purpose, scope, and objectives of the project, as well as the methodology, timeline, budget, risks, and evaluation strategies]

10. Appendices: [Include any supporting documents or additional information that may be relevant to the project proposal, such as resumes, reference letters, or sample work].