



2018 MCB Community Project Summary Outline

Please use this outline for each project and complete all lines.

Community/Neighborhood: _____

Name of Project: _____

Project Coordinator: _____

Project Coordinator Phone: _____

Project Coordinator Email: _____

Type of Project: _____ Long-term (1-5 years) _____ Short-term (up to 12 months)

Time Frame: Date begun _____ Date completed _____

Number of volunteers _____ Age range of volunteers _____

To obtain labor rate information go to: www.MOCommunityBetterment.com. Click on Find It Fast/Additional Information/MCB Partners and then scroll to the bottom of the page and click on the link provided.

<u>Cost of Project</u>		
Materials	Donated	\$ _____
	Purchased	\$ _____
Labor	Volunteer	\$ _____
	Paid	\$ _____
Total cost		\$ _____

<u>Sources of Funding</u>	
(How was money raised for this project?)	
Grants _____	\$ _____
Donations _____	\$ _____
Other (explain) _____	\$ _____

Narrative summary of project must include:

- Why this project?
- Who selected it?
- How does this project fit in with the organization's plan?
- What assessment process led to this project?
- How does it fit in with the organization's goals and/or those of the community?
- Who served as the lead organization?
- List other organizations, groups, and businesses that participated in the project.
- Briefly describe the way you financed the project including the name(s) of any grant, donations or other funding sources.
- The narrative can be a maximum of two typewritten pages, single spaced in a 12 point font.