

HICA “New Project” Fundraising Proposal Form

Individual or Committee Name: _____

Project Lead: _____ Contact Number: _____

Email: _____ Date Submitted: _____

Proposal Type:

Type: Facility New _____ Existing Facility Improvement _____ New Amenity (Not a Building) _____

Community Event _____ New Program Proposal: _____

Other: _____ (Specify): _____

*Please attach your proposal to this form. Please make sure to address all areas below and include any additional information your feel will be helpful in explaining your proposal.

- Fundraising Event Proposal: Briefly describe the proposed project or program you would like to Fundraise for and why. Include who will benefit by your project proposal (all ages, youth, adult).
- Will the amenity or program require user fees? Please describe your recommended fees and how those fees would be used if this project moves forward.
- What is the cost of the proposed item? {Please include total costs for the item including materials and equipment, shipping costs, barge costs (if applies), installation costs, on-going maintenance costs and requirements. Requests can include a request for partial contribution out of HICA budgets to cover initial costs.
- Provide a list of your team members (names, email, and contact numbers) as appropriate to your request.
- Provide photos or drawings, plans and specifications of the proposed item to be purchased or constructed. Note for structure placement, plans will be submitted according to ACC requirements. See ACC submission form and information. Please provide life-span information if any. If you have a specific location, please provide a site plan to scale noting other structures on the site. Please provide alternative locations if applicable.
- If an item is to be constructed, what are the qualifications of the volunteer or professional contractors you are recommending. Note the HICA management is responsible for evaluating contractor/volunteer qualifications, accepting bids for the construction (if necessary) and other requirements as part of the approval process.
- List the type of fundraising activities you are recommending. Please include a timeline from beginning to end. If any event requires facilities and or staff support, please include that information (number of staff and time required).
- Provide a description of how you intend to promote this event(s)? Note: **The Board of Trustees and or Island Manager will be responsible for approving all fundraising advertising information prior to dissemination.**

Approval Process:

HICA staff and Board of Trustees are responsible for evaluating and approving all fundraising proposals. There may be other committees such as the ACC or long-range planning to provide input for consideration. The Board may also do additional membership surveys are needed for their decision making. Evaluation of the proposal will include but not be limited to: project proposal completeness, fundraising plan, purchase or construction of any item according to the HICA’s vision, mission, long-range planning priorities. All structures will be evaluated for community need, proper siting of the improvement including impact on existing amenities and other placement considerations; overall demand for the improvement, life-span and HICA budget resource needs/impacts, and safety considerations.

For programming requests, the program(s) will be evaluated on its intent, interest to the community or specific user group, planned volunteer support for the one-time program or event, or appropriate support for on-going programs that do not greatly impact the regular staffing workplan or financial impacts to the budget.

Ownership:

All donated funds or items upon acceptance from the HICA become the property of the HICA. All funds are receipted and deposited in HICA banking accounts and identified as “ specific project funds”. The donor(s) understand that the responsibility for replacement due to usefulness, wear and safety issues are the sole responsibility of the HICA and their management staff. All donations must be compatible with the values and mission of the HICA.

I understand that the Board of Trustees and Island Management will review my proposal and I will not proceed with any fundraising projects without their approval and a signed fundraising agreement on file.

_____ Date: _____

Owner Name or Committee Chair

