

First steps

Thanks for submitting a proposal! Please make sure you send us a quick email (c3@naturemuseum.org) when you're done so your proposal can be processed as quickly as possible. (Really - nothing fancy: "Hey! I just submitted a proposal. Please check it out.") Otherwise, it may take us a few weeks to get back to you.

First and Last Name

Please share your preferred modes of communication (email address or phone number for each line). This will help your Leader liaison determine how best to reach you.

M-F 8am-5pm

M-F 5-9pm

Sat/Sun

Email Address (for general C3 communications)

Project Title

Project Ward (Need help finding your project ward? Visit

<https://webapps.cityofchicago.org/StickerOnlineWeb/pageflows/wardLookUp/WardLookUpController.jspf>)

Project Neighborhood

Project Overview

Remember, all projects must meet the following criteria:

- Involve and serve a defined community of people, a project team, and a project audience.**
- Provide measurable environmental benefits.**
- Include a communication and/or education component.**
- Demonstrate your leadership skills, including management and community outreach.**
- Be approved by your C3 project liaison before implementation.**
- Be implemented within the designated timeframe unless otherwise approved.**
- Utilize up to \$250 of materials from C3, plus any additional resources that can be leveraged in your community.**

Please share which broad issue you feel your project will most closely address.

- Energy
- Green Space
- Waste
- Water
- Other

Summarize your project in one to three sentences. (This is the quick blurb.)

Please provide a detailed description of your project and how it fits the project criteria. (This is your plan!)

Measurables

What would you like to achieve by completing your project? Check off all of the boxes that apply (note, the examples given are just examples. Be creative in how you think about these measurables). Please choose at least one option.

- Reduce the amount of waste entering the landfill through the collection and repurpose of materials at a freecycle event, or through indoor or outdoor composting, or through a 'reduce, reuse, recycle, rethink' event.
- Clear an area of litter through a park, forest preserve, beach, or neighborhood clean-up/s.
- Conserve water through the installation of sustainable backyard products – rain barrels, native plants, and trees, or through the installation of low-flow products inside and outside of the home, or through improved water-saving practices.
- Limit the amount of storm water entering the sewer system through the implementation of outdoor water-saving activities and tools – rain barrels, improved outdoor watering practices, installation of native plants, trees or permeable paving, or through the installation of a green roof.
- Reduce greenhouse gas emissions through the prevention of vehicular idling, or through the installation of energy efficient tools and techniques, or through the use of low-VOC products, or through the promotion of alternative transportation – biking, walking, public transportation and/or car sharing, or through access and consumption of local foods and services.
- Increase the amount of fresh, local, sustainable and/or organic food consumed.
- Improve water quality through anti-littering campaigns, or through 'don't feed the bird' beach education, or through the proper disposal of household hazardous waste.
- Reduce energy consumption through weatherization, or through the installation of energy efficient tools, or through improved watery practices.
- Improve environmental health though home inspections for radon, lead, or asbestos, or through a blood drive to test children for lead, or through green cleaning practices.

Other (please specify)

What impact would you like to make in your community?

number of community members involved in the planning and implementation of your project (your project team)

number of people reached by your project (your project audience)

total number of your personal hours spent on the project

total volunteer hours (# of volunteers x # of hours worked)

Are there additional measurables you hope to achieve by completing your project? If so, please elaborate.

What personal goals would you like to realize with your project? What skills do you want to develop? Are there any changes you would like to make in your own life?

Planning Your Project

Describe the community in which you will work and the audience for your project.

Who did you engage in defining the issue that this project will address? What feedback did they offer?

Describe your project team members and potential roles in project planning and implementation.

Describe the assets you plan to use. Refer to your Asset Map.

Where will your project take place? Please provide the expected location name (e.g., Wicker Park Public Library, True Nature Foods Store) and street address/es.

When will your project take place? (Provide a general timeframe if you have not chosen a specific date.)

How will you secure the date and time?

How will you publicize your project? If you need help, refer to the materials from your Community Engagement Class.

How will you gather feedback from your participants, project team and community members once your project is complete?

Project Materials

Please share a list of the materials you think you might want for your project at this stage. It's OK if the exact materials are not yet determined (e.g., style, quantity).

After your proposal is submitted and your liaison is assigned, you will receive a budget spreadsheet to fill out with the specific materials you are requesting. Please let the C3 team know if you have any questions, issues, or concerns.

Timeline

List key dates for your project timeline. Include planning sessions, team meetings, PR deadlines, etc.

If you have any additional concerns or questions, please list them below. Any additional information you provide will help C3 Staff give you the best support that it can.