

**Saugatuck-Douglas Historical Society
PROJECT PROPOSAL**

<i>Submission date:</i>	May 15, 2009
<i>Project Title:</i>	Upscale Sale (high end garage sale)
	To be held July 17 (pre-party) and 18, 2009
<i>Project Leader:</i>	Bill Hess
<i>Telephone:</i>	857-1081
<i>Email:</i>	wwh71@comcast.net
<i>Project Start Date:</i>	May 15, 2009
<i>Project End Date:</i>	July 25, 2009
<i>Brief Project Description:</i> <small>(including how this project will further the Society's goals)</small>	This is a fund raiser consisting of a "garage sale" of items donated by SDHS members and the local community. See flier for details on donation dates and desired items. We have lined up leaders for each of the major project components as well as some general volunteers. Funds raised will be used as determined by the Board. There will be a "pre-party" on the evening of July 17 th , admission by ticket, where attendees may purchase in advance of the Saturday sale.
BUDGET SUMMARY	
total revenues:	\$5,000 (est.)
total expenses:	\$ 750 (for advertising, drinks & appetizers if not donated, possibly some rental items)
net:	\$4,250
<i>Brief Description of Space/Facilities Needs:</i>	We will need to store items in the OSH garages for a month prior to the sale. The sale will use the OSH grounds, and the main floor for more delicate and valuable items. Pre-party to be held at the OSH.
<i>Brief Description of Equipment Needs:</i>	Tables, fencing – hope to obtain from City of Douglas
<i>Brief Description of Other Needs:</i>	Volunteers to pick up items and be at the OSH during donation collection times as well as during the actual sale.
<i>Names of Project Work Team:</i> <small>(including staff, volunteers and duties)</small>	Bill Hess, Nancy Woods, Peg Sanford, Vic Bella, Tony Vettori, Judy Anthrop, Janet Schmidt, John Peters and Steve Hutchins have all pledged support.

Saugatuck-Douglas Historical Society
PROJECT PROPOSAL GUIDELINES

Submission date: Date this proposal is submitted to the Board

Project Title: Brief descriptive title of the proposed project. *E.g., “The 2009 Museum Exhibition Project” or “2008 Holiday Book Sale Event Project” or “Old School House Back-in-Time Pathway Project”*

Project Leader Name: The Project Leader is the person with responsibility for the project. *This person is the accountable “Go-To” person who will manage the project and the Project Work Team and communicate with the Board Liaison. The Project Leader is responsible for delivering a successful project on time, on budget, and within the parameters of the approved proposal.*

Telephone: Contact number for Project Leader

Email: Contact email for Project Leader

Project Start Date: Date the proposed project would begin.

Project End Date: Date the proposed project would end. *Enter projected end dates for projects that are cyclical or recurrent (e.g., Museum Exhibit Projects) or ad hoc (e.g., Francis Lifeboat Restoration Project). Some projects are ongoing (e.g., Family History) and as such have an open end date, in which case enter “Open.”*

Brief Project Description: Briefly describe the purpose, breadth, and scope of the project. Please be specific. Include a statement of how this project will further the Society’s mission and strategic goals. *(I.e., How does this fit into the Society’s bigger picture and fulfill immediate needs? And/or how*

(including how this project will further the Society’s goals)

does this represent a timely opportunity? And/or how does this take the Society in a new direction and why should we go in this direction? Etc.)

BUDGET SUMMARY

total revenues: Total of all expected revenues, followed by brief statement of revenue sources/amounts.

total expenses: Total of all expected expenses, followed by major categories/amounts of expenses

net: Total net profit (or loss) *While it is desirable for projects to minimally break even, some may incur a loss. Relevance to mission fulfillment will be a key factor in the approval process for all projects.*

Brief Description of Space/Facilities Describe where the project will take place and what Society facilities will be occupied by the work.

Needs:

Brief Description of Equipment Needs: Describe what Society equipment the project will require, both currently owned and any that would need to be purchased to undertake the project. *(Equipment purchases should be reflected in the budget above.)*

Brief Description of Other Needs: Describe other resources required for this project. *(E.g., Describe any facilities, equipment, contract staff, consultation, materials, etc., OUTSIDE the Society. Describe any other KEY element of the project that is not covered in other categories of the proposal.) (Be sure any expenses are reflected in the budget)*

Names of Project Work Team: List the names of all Society volunteers, staff, and all outside contractors or consultants who will participate in this project (*designate as “proposed” or “confirmed”*). These constitute the proposed Project Work Team.

(including staff, volunteers and duties)

NOTE: Projects benefit from inclusion of the skill sets represented within the various Functional Groups (e.g., fundraising by the Development Group; publicity/marketing/branding by the Communications Group, technology solutions by the Technology Group, etc. Therefore, successful proposals will demonstrate that Project Working Teams include members from the relevant Functional Groups.