REGIONAL PRIORITY PROJECT PRIORITIZATION PROCESS

Please complete the form below and then email it back to info@cvedc.org. If additional space is required for any response, or you want to submit additional documents, clearly identify the documents with the project name and attach them to your email submission.

PROJECT DETAILS

Project Name: [   ]

Type of Project:

- ☐ Infrastructure – Water
- ☐ Infrastructure - Transportation
- ☐ Infrastructure – Wastewater
- ☐ Infrastructure – Public Facility
- ☐ Infrastructure – Broadband
- ☐ General Development – Commercial
- ☐ General Development – Residential

- ☐ General Development – Industrial
- ☐ General Development – Other
- ☐ Site/Facility Development for Specific Business
- ☐ Workforce Development
- ☐ Business Development
- ☐ Other Project Type [   ]

PROJECT SPONSOR INFORMATION

Organization Name: [   ]

Organization Mailing Address:

[   ]

Address Line 1

[   ]

Address Line 2

[   ]   [   ]   [   ]

City   State   Zip Code

Organization Email: [   ]

Organization Phone: [   ]

PROJECT APPLICANT INFORMATION (complete if different than organization):

Name:

Title:

Mailing Address:

Address Line 1

Address Line 2

City   State   Zip Code

Organization Email:

Organization Phone:

PROJECT PRINCIPAL(S) (If different than above):

Principal 1 Information:

Name:

Title:

Mailing Address:

Address Line 1

Address Line 2

City   State   Zip Code

Organization Email:

Organization Phone:

Principal 2 Information:

Name: _____

Title: _____

Mailing Address:

_____
Address Line 1

_____
Address Line 2

_____ _____ _____

City State Zip Code

Organization Email: _____

Organization Phone: _____

PROJECT DESCRIPTION (5000-character max):

PROJECT LOCATION (3000-character max): Provide the physical location of the project and/or the area to be served by the project.

PROJECT PURPOSE AND BENEFITS (3000-character max): Describe the purpose and benefits to the region of the project. Describe if/how the project builds capacity within the region for improved regional development/ economic development/ community development, including: advancing workforce development; expanding entrepreneurship efforts; supporting or enhancing existing business clusters, or other economic impacts within the region.

PROJECT TIMELINE, MILESTONES, AND STATUS (3000-character max): Describe the project timeline, the current status of the project, and impediments to proceeding. Include factors such as site control, engineering and design, financing/funding identification and commitment, and permitting. Clearly identify where the project is in the timeline and what work remains.

PROJECT PRINCIPAL EXPERIENCE/PARTNERSHIPS (3000 Characters):
Describe project principal(s) experience, ability to complete the project, and describe any projects partnership(s) and how the partnership(s) will help ensure success.

PROJECT SUPPORT AND REGIONAL NEED (4000 Characters): Describe how the project is consistent with identified local and regional goals, advances regional needs identified in plans, reports or public forums, and describe the community support and engagement. Include reference and link to the municipal and/or regional plan, report, or forum identified. Also describe how the project leverages regional human, social, financial, cultural, and/or physical capital, and supports, compliments, or enhances existing efforts.

PROJECT COST, IDENTIFIED AND COMMITED FUNDS/FINANCING, AND FUNDING GAP: Provide the total project cost and complete the sources and uses chart below.

Total Project Cost:

Source	Amount	Use	Amount
Total Sources ($)		Total Uses ($)	

Total Funding Gap:

(Note: Uses must exceed sources or there is no funding gap)

BUDGET NARRATIVE: (3000 Characters): Describe the amount of funds/financing that have been identified and include a clear status of the funds (Received, committed, applied for, identified, etc.) including the dates of receipt, commitment, application, expected distribution, etc. Clearly identify any funding gap.

JOB CREATION (4000 Characters): Provide the number of full-time jobs to be created and/or retained by the project, a description of the benefits package to be offered to the majority of the new/retained jobs, and the average wage of the jobs to be created/retained.

ADDITIONAL MATERIALS: Can be copied and pasted below, or (preferably) attached as separate document in your email.

Thank you for your interest!

Sincerely,

Your team @ CVEDC