

## Serve Your City Project Application Guide

Prior to submitting the online project application, please gather information on the following questions. When you are ready, [click here](#) to complete the project proposal.

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### Contact Information:

- Partner Organization Website Link

### Project Overview & Site Readiness

- What is the primary goal of this project?
- What is the total estimated number of volunteers needed to complete this project in four four-hour shifts? (50-100, 100-200, 300-400, 400+)
- Does location have enough parking spots to accommodate all volunteers?
- Describe parking instructions for this project site.
- Are there any access restrictions we should know about?
- Will project require any permits, HOA/School District approval, etc?
- Will volunteers be exposed to ladders, power tools, paint, heavy lifting, or active construction site?
- Will the partner organization require north coast volunteers to sign their organization's waiver?
- What is the estimated cost of project? Will partner be contributing to any funds or materials?

### Project Design:

- Begin identifying how you may want to divide your site into sub-projects.
  - Example: "Fence Painting" at Green Oak Ranch - 20 volunteers per shift - Light Duty - Ages 14 and Up.
- What is the biggest constraint to scaling volunteers on these projects?

### Project Leadership

- If a project manager has been identified, please include their email address, phone number, and t-shirt size.
- What skilled leaders or specialized experience may be needed for this project?

### Next Steps

- What questions or unknowns still exist about this project?
- What support do you need from the Serve Your City Team?