

MVDC Policy #2

**Proposal Guidance and Submission Template for
New Committees, Projects and Programs**

The MVDC Board of Trustees welcomes proposals which advance our mission of racial equity. Submission of your proposal is intended to assure the Trustees of the proper and full understanding of your proposal. The Trustees may also want to have further discussion after your submission and before formally approving your proposal. We also welcome your questions and any dialogue with the Trustees as you wish before you submit your proposal.

The accompanying submission form is to provide you a simple and concise means for presenting your proposal in summary form with only a few sentences, statements or bullet points required for each item. Please copy the submission page below to edit with your responses, save and send the completed document to:

MVDC Governance Committee at: _____@_____

MVDC Proposal Submission Template for
New Committees, Projects and Programs

1. Proposed title
2. Charter (for new committees) or objective (for programs/projects)*
3. Background*
4. Proposed leadership (chair or co-chairs) [Optional: Include initial members]
5. Goal(s) and expected outcomes*
6. Measure(s) of success*
7. Financing needs (at least initial requirements)
8. Potential or expected relationships or partnerships with other organizations

Submitted by: _____

Date: _____

*please try to keep each response to 2-3 sentences, statements or bullet points