

Instruction Sheet

PROJECT PROPOSAL SUMMARY – LENGTH: 2 PAGE MAXIMUM

Project Title	Insert Name of Project																														
Project Grantee	Who is the applicant?																														
County(ies) Served	Insert the County or Counties that are served by this project																														
Basic Federal Agency	<i>Construction</i> projects require another Federal Agency to be involved in the project to administer ARC funds. ARC does NOT administer their own funds. If another Federal Agency is involved in this project, please list them. We will check to see if they are eligible to administer. Otherwise, leave this as N/A.																														
Stage of Project	Choose One to define the project’s current status toward completion Concept: Long-term economic goal Planning: Specific goal is determined and being development Funding: Project scope is in place and has secured partial funding Implementation: A phase of the project has been implemented, but still needs funding to reach the ultimate goal of the project																														
Goal/Strategy	ARC has specific goals and adopted strategies they pursue when funding projects. You don’t need to fill in this section of the summary. NTRPDC staff will review your project and fill in this section as needed.																														
Purpose	In one sentence, describe this project’s purpose/goal.																														
Funding	<p>Fill out the below table detailing the secured and pending funds for this project. Below is an example. List the source (what agency the funds are from); whether those funds are federal, state or local; the amount; the percentage of the total project cost; and the status. If more space is needed to insert the project budget and funding sources, make the table bigger.</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Source (Local, State or Federal)</th> <th>Amount</th> <th>%</th> <th>Status (Pending/Secured/Not secured or Not applied for)</th> </tr> </thead> <tbody> <tr> <td>Ex. PA DCED</td> <td>State</td> <td>50,000</td> <td>50</td> <td>Secured</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>100%</td> <td></td> </tr> </tbody> </table>	Source	Source (Local, State or Federal)	Amount	%	Status (Pending/Secured/Not secured or Not applied for)	Ex. PA DCED	State	50,000	50	Secured																Total			100%	
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Description	Provide a detailed description of the project. Description of major activities to be conducted under grant proposal. The description should address who, what, where, when and how for each major activity.
Rationale	<ul style="list-style-type: none"> • Why should this project be a priority in the Northern Tier region? Why is it important? Problems and/or issues that project will alleviate. • Local, regional and/or state need for project. • Critical circumstances that compel project to be funded by ARC.
Benefits	<ul style="list-style-type: none"> • What are the benefits of completing this project – be specific and provide benefits both locally and regionally if applicable. Results and accomplishments to be derived from project. <p>Other non-quantifiable benefits (e.g. partnerships, improved standard of living, etc.)</p>
Performance Measures: Output/Outcome	<p>Output:</p> <ul style="list-style-type: none"> • Detail quantifiable outputs (see enclosed information sheet on performance measures) <p>Outcome:</p> <ul style="list-style-type: none"> • Detail quantifiable outcomes (see enclosed information sheet on performance measures) <p>NOTE: See enclosed “Guidance for Performance Measures for ARC Projects” to assist in understanding and drafting the outputs and outcomes for your project.</p>