



# Tebughna Foundation

Preserve, Enhance, Educate & Serve

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## Project Proposal Plan

*Tebughna Foundation Projects are projects that require funding over \$1,000 and meet the strategic goals of the Foundation (Cultural Preservation, Cultural Enhancement, Education, or Service to the Community).*

*Foundation projects require planning, budget, and Board approval and may require a presentation to the full board. **Please allow 2-3 months for project approval.***

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### A. Project Summary

**Project Name:**

**Deadline:**

- February 1    April 1    June 1  
 August 1    October 1    November 1

**Organization:**

**Budget Amount:**

**Contact (Name, Phone, Email):**

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### B. Project Description

*Explain your project in as many details as possible. Please include:*

- 1. The goals of the project and what Foundation Strategic goal this project falls under.*
- 2. The activities of the project.*
- 3. How the activities will meet the goals of the project or how the community will benefit.*
- 4. What type of community involvement is expected (participants).*
- 5. What is needed for the project (items, people, and/or support)?*
- 6. List how you are accomplishing other fundraising.*
- 7. List other sponsors of your project.*
- 8. How will you advertise or thank Tebughna Foundation for its Sponsorship?*
- 9. If this is an annual event, how would you plan to make it self-sufficient?*

## **B. Project Description**

### C. Project Budget

*Please itemize all funding and/or expenditures required for the project:*

Budget Item	\$Amount
Supplies:	
1.	
2.	
3.	
4.	
5.	
Total Supplies	
Travel:	
1. Air	
2. Taxi	
3. Car Rental	
4. Food	
5. Lodging	
6. Fees	
7. Other Travel	
Total Travel	
Other:	
1. Dues/Fees/Permits	
2. Vendors	
3. Suppliers	
4. Miscellaneous	
Total Other	
Project Total	