

2022/2023

Participatory Budgeting Application

Use this form to submit a project proposal to the Participatory Budgeting Committee for review. There is a \$5,000 limit per project. Submit your application to <a href="mailto:pac-pb@alamo.edu">pac-pb@alamo.edu</a>. Once submitted, you will receive an e-mail confirming your submission. All applications are due no later than May 13, 2022. The Participatory Budgeting Committee will inform you of any additional steps and/or documents (quotes, data, pictures, maps, etc.) needed for your application. Please attach at least one picture to help the PB Committee review and understand your project. The information you provide in this application will be sent to our Marketing & Strategic Communications office and used to create your promotional poster.

| ty Mentor's Name: Faculty Mentor's Name: E-Mail:   |                          |  |  |
|--|--------------------------|--|--|
| ty Mentor's Name:  |                          |  |  |
| ct Group Members:  | 's Contact Phone:        |  |  |
| ct Group Members:  | Faculty Mentor's E-Mail: |  |  |
| E-Mail:   E-Mail:  |                          |  |  |
| E-Mail:   E-Mail:  |                          |  |  |
| E-Mail: E-Mail |                          |  |  |
| E-Mail: E-Mail |                          |  |  |
| E-Mail: E-Mail: E-Mail: E-Mail:  E-Mail:  E-Mail:  B-Mail:  E-Mail:  B-Mail:  B-Mail |                          |  |  |
| E-Mail:  |                          |  |  |
| h Strategic Direction(s) does this project support? Select all that apply.  a. Innovative Performance Excellence b. Maximize Capacity to Serve c. Student Empowerment d. Employee Empowerment will this project align to the Strategic Direction(s) selected above? (50)   |                          |  |  |
| h Strategic Direction(s) does this project support? Select all that apply.  a. Innovative Performance Excellence  b. Maximize Capacity to Serve  c. Student Empowerment  d. Employee Empowerment  will this project align to the Strategic Direction(s) selected above? (500)  |                          |  |  |
| nary of Project (250-character limit):   | 0-character limit)       |  |  |
| nary of Project (250-character limit):   |                          |  |  |
| nary of Project (250-character limit):   |                          |  |  |
| nary of Project (250-character limit):   |                          |  |  |
| nary of Project (250-character limit):   |                          |  |  |
| nary of Project (250-character limit):   |                          |  |  |
| nary of Project (250-character limit):   |                          |  |  |
| nary of Project (250-character limit):   | _                        |  |  |
|  |                          |  |  |
|  |                          |  |  |
|  |                          |  |  |
|  |                          |  |  |



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| Detailed Description of Project (1,000-character limit):  |
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| Have you spoken to matter experts about your proposal; such as faculty and staff? If so, please list their names below. |
|   |
|   |
| Other non-moneton recorded Everylar decreases land askeduled maintenance at (500 shows to limit)                        |
| Other non-monetary resources needed. Example: classroom, land, scheduled maintenance, etc. (500-character limit)        |
|   |
|   |
| Will this project be replacing an existing item(s) or will it require new space? (150-character limit)                  |
|   |
| Where would this project take place? Example: Memorial garden at courtyard. (150-character limit)                       |
|   |
| Who will this project benefit? How will it benefit them? (150-character limit)  |
|   |
|   |



**GRAND TOTAL:** 

### PALO ALTO COLLEGE

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In the fields below, itemize your Participatory Budgeting project. Please be as detailed as possible.

#### Example:

| Description                        | Amount     | Vendor         |  |
|------------------------------------|------------|----------------|--|
| Materials and supplies for project | \$1,000.00 | Office Depot   |  |
| T-shirts with logo for cause       | \$ 500.00  | VistaPrint.com |  |

| TOTAL: | \$1,500.00 |
|--------|------------|

| ITEMIZED BUDGET |        |        |  |
|-----------------|--------|--------|--|
| Description     | Amount | Vendor |  |
|                 |        |        |  |
|                 |        |        |  |
|                 |        |        |  |
|                 |        |        |  |
|                 |        |        |  |
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|                 | •      |        |  |

### Please type in your full name, date, and e-mail if you agree to the following:

I have gathered enough information to conclude this project will not exceed a total amount of \$5,000, including shipping and other fees. Cost(s) pertaining to this project will not reoccur past the fiscal year approved for funding (August 31), unless it requires routine maintenance, which will also be considered by the PB Committee in order to move the project forward into the voting phase of PB. I understand all proposals go through a review process before going out for votes and this application does not guarantee my proposal will be funded. I also understand that if my project wins, deviation of the items on this itemized budget is not permitted as it would not be what the community voted for.

| Full Name: Date: | E-Mail: |
|------------------|---------|
|------------------|---------|



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|           | Participatory Budgeting Committee Project Evaluation Section   |
|-----------|--|
|           | ction below is for Participatory Budgeting Committee members to review and evaluate each project. Do not ete anything below the dotted line.             |
| 1)        | Does the proposal require the use of new space or moving existing items into new spaces?   |
| 2)        | What sort of maintenance would the proposal routinely require?   |
| 3)        | Can this proposal be completed before the end of the fiscal year? *Funding for all projects starts September 2022 and must be completed by May 31, 2023. |
| 4)        | Does the proposal suggest continuous resupplying of items or maintenance?  If so, who will continue funding it?  |
|           | Expert Consultation Section  |
|           | on the application that was submitted and reviewed FACILITIES, PROJECT MANAGEMENT, TECHNOLOGY, and IASING experts on campus recommend the following:     |
|           |  |
| *Other ex | xperts may be needed and will be contacted depending on the type of proposal   |



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# **Committee Voting Results**

(Tally)

| YES   | NO    | MAYBE |  |  |  |
|-------|-------|-------|--|--|--|
|       |       |       |  |  |  |
|       |       |       |  |  |  |
|       |       |       |  |  |  |
|       |       |       |  |  |  |
| Total | Total | Total |  |  |  |

| Follow-u  | o O | uestions   | for | Pro | iect | Lead: |
|-----------|-----|------------|-----|-----|------|-------|
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Final decision and why: