

EVENT AND BUDGET PROPOSAL FORM -- PRINT

Thank you for participating in the Leaders Program. Please read these instructions carefully:

- Submit only one form per leader
- If you plan to host multiple events, answer questions 1-8 again in the blank space at the end of this document
- Do not submit this form until you can answer all the questions below for each event you plan to hold.
- Upon completion, your event will be added to a calendar shared with other participants, and a greenovate staff member will confirm availability for attending your event/s as needed
- You will also be able to request a scholarship from the Green Ribbon Commission below.

Please reach out to greenovate@boston.gov with any questions.

Name:

Email:

Organization/ Affiliation:

1. Please describe the CRB Leaders event(s) you are proposing to host:
2. What date will it be hosted?
3. What time will it be at?
4. Event Location and address:
5. How many people do you anticipate will attend these events?
6. Do you want this event publicized on the Greenovate community calendar?
7. Would you like City staff and/or a former leader to attend your event?
8. Any additional comments about this event?
9. Which training did you attend?
 - Tuesday, January 23rd City Hall
 - Saturday, January 27th at the Bolling Building
 - Tuesday, January 30th at the BSA Space

Scholarship Request

Important note: This is an optional section to request a scholarship provided by the Green Ribbon Commission should you need financial assistance to hold your event. There are a limited number of scholarships, and they will be prioritized for leaders holding events in Boston and for Boston residents. Proposals will be further evaluated based on other predetermined criteria. You can request a scholarship of up to \$200 PER LEADER (not event) below.

10. I certify that I have read the above and would like to request a scholarship from the Green Ribbon Commission.

Yes

No

Budget Proposal

Please detail below what you will spend the scholarship on (remember it is up to \$200 per leader, not per event). If you require more than \$200 to hold your events, please email greenovate@boston.gov and we will work with the GRC to see if they can satisfy the request.

11. Please tell us specifically how you will spend the scholarship and how much you will need. Provide a short description of each item and estimated cost; list each item on a separate line.

Final Submission

By submitting this form, I agree to submit completed feedback forms from myself and event participants, in addition to photos from the event to Greenovate Boston (greenovate@boston.gov). If I requested funding, I understand that funding is not guaranteed.

Sign here: _____