



# Project Description Worksheet

**Project:**

**Lead Staff Person:**

**Project Description:**

**The Need:**

**Relationship to past projects:**

**Budget Summary (list large line items):**

**Total budget for this project is:** \$

**Specific line items include:**

**Key words to use for research:**

1. What is the geographic focus of this project (if any)?
2. What areas of interest are we covering with this project?
3. What type of support do we need for this project?