

Ojai Valley Green Coalition Project Overview and Guidelines

We welcome your efforts to support the mission of the Ojai Valley Green Coalition to advance a green, sustainable, and resilient Ojai Valley. We are predominately an all-volunteer grassroots organization that generates community support and commitment from Ojai Valley residents to reduce our Valley's carbon footprint and increase our self-sufficiency. Members of the OVGC and residents of the Valley are invited to develop and submit projects to advance this mission and be supported and funded under the OVGC umbrella. Let's have fun building gardens, restoring creeks, advocating for innovation and change, and 'your project here'. Let's bring our vision for living in a healthy and sustainable community together into reality.

Project Criteria:

Below you will find criteria and steps for taking ideas and creating a project.

- A core team (minimum of 3) is gathered to develop the project and complete a project proposal. If you do not have 3 members, upon request you can pitch the project at the next general meeting to recruit team members.
- At least one core team member is an OVGC supporting member. (It costs only \$25 to become a member or a scholarship is available).
- Each member of team is willing to see the project thru to completion, or find a replacement to serve till project is complete.
- Submit brief monthly progress reports or one final report, if project is expected to be less than two months.
- One core member will need to attend quarterly OVGC general meetings to share and recruit volunteers (if applicable) for the project.
- Maintain online information about the project, so the community is updated on project happenings and documents.
- Follow OVGC procedures and policies.
- Work with an existing OVGC Council and represent the interests of OVGC with integrity and respect.

Project Proposal

Submit completed form to coordinator@ojaivalleygreencoalition.com or mail to 323 E. Matilija St., 110-114, Ojai CA 93023 or fax to 805-649-8632. **See link on www.ojaivalleygreencoalition.org for samples.**

- (1) Project title should be succinct, but tell the overarching purpose.
- (2) Identify the core team members with contact information.
- (3) Describe how the project will advance a green, sustainable, and resilient Ojai Valley.
- (4) Explain the broad purpose and vision for this project.
- (5) Describe the goals and expected outcomes to meet the project's purpose and vision.
- (6) Estimate length of time needed to complete the project or how long the core team is willing to work on it.
- (7) & (8) Provide a broad overview of budget, if applicable. Details will be worked out in the set-up.
- (9) Describe anything else needed to create a successful project.
- (10) Define ways to measure how we will know goals of project have been met.

The project will be reviewed by OVGC Council members (allow 1-2 weeks). If the project is approved but requires financial resources, it will move to the OVGC Budget, Finance & Resource Committee and be voted on by the full Board of Directors (allow 2-4 weeks). Upon approval, the Project's core team will meet with the Council Chair, Board Liaison and Executive Director to initiate set-up steps. See Flow Chart

Thanks and have fun!