

**New Mexico Volunteers for the Outdoors**

Agency Proposal for Joint Project

**Instructions: Please, submit a separate proposal form for each proposed project. Once appropriate fields are completed, rename document “projectname\_year”, example “RioChamaRaftingAdventure\_2017”. Attach document and send electronically to either project leader/sponsor or projects@nmvfo.org**

|  |
| --- |
| ***Agency Contact Information*** |
| Date |  |  |
| Agency Requesting Project |  |
| Agency Mailing Address |  |
|  |  |
| Agency Contact Name & Title |  |
| Email Address |  | Phone Number (Cell) |  |
| Phone Number (Office) |  | Fax Number |  |
| ***Proposed Project Information*** |
| Location of proposed project (attach area map if possible). |  |
|  |
| Brief description of proposed project. |  |
|  |
|  |
| Have all required archaeological and environmental impact studies been completed? [ ] Yes [ ] No [ ] NA |
| If No, please explain. |  |
|  |
| Suggested dates for the project. |  |
| List any dates that will **not** work for you. |  |
| Would your agency consider hosting a project over a three-day holiday weekend such as Memorial Day, Fourth of July, or Labor Day? [ ] Yes [ ] No |
| Will you be able to provide a reserved camping area for the group? [ ] Yes [ ] No [ ] NA |
| What facilities - such as toilets, tables, fire rings, showers, kitchen, etc. - will be available for the group’s use, either in the camp or nearby? |
|  |
|  |
| How far is the work site from the camp? |  |
| Will transportation be required to reach the work site? [ ] Yes [ ] No |
| How far is the hike to the work area? |  |
| Would you be able to provide an evening fireside program to help draw volunteers to the project? |
| [ ] Yes [ ] No [ ] NA | If Yes, on what topic? |  |
| What attractions in the local area would help draw volunteers to the project? |  |
|  |
| Will the agency be able to provide tools? [ ] Yes [ ] No |
| How many agency personnel will be available to work with the volunteers? |  |
| Is there a minimum or maximum number of volunteers with whom you’d like to work? [ ] Yes [ ] No |
| If Yes, please specify. |  |
| Will the agency be able to provide a per diem, cost-share agreement, or other form of reimbursement to help defray NMVFO’s costs for the project? [ ] Yes [ ] No |
| If Yes, please specify type of reimbursement and amount. |  |
|  |
|

|  |
| --- |
| Is a “volunteer agreement” (individual or group) required by the agency for purposes of liability and reimbursement? [ ] Yes [ ] No If so, the project will not proceed without signed agreement(s). |

 |
| Name & Title |  |
| Phone Number |  | Email address |  |
| ***Additional information, comments, questions*** |
|  |
|  |
| Submitted by : |  | Date |  |

Completed Proposal may be mailed or emailed to the following:

Mail: Projects Committee

NMVFO

PO Box 36246

Albuquerque, NM 87176

Email: Projects Committee Chairperson

projects@nmvfo.org

Thank You!