

**1 ●** Project Name | Vision board, sketch or illustration of your idea

**2 . What is your idea?**  
*Where and when will this happen?*

**3 . Why do you want to do it?**  
*Who will benefit?*

**4 . How much do you need?**

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**5 . What will you spend it on and how will you make it happen?**  
*Who's involved and what do you need?*