

Project Agreement Process

Phase I

The RC&D Sponsors and public are informed of Threshold To Maine RC&D's Mission and Goals for the 2010 – 2015 Area Plan. (Use attached brochure and fact sheet)

Phase II

New project ideas or proposals will be pre-screened by the RC&D Coordinator either by phone or in person with the sponsoring group or organization. Some basic criteria that will be considered include:

- ✓ Does it fit the current Area Plan?
- ✓ Is there another organization or group that is better able to provide support?
- ✓ Is there a defined role for RC&D and the group(s) involved? Is there a clear purpose?
- ✓ Does our involvement move the project forward?
- ✓ Does it fit with the Council's current workload priorities?

NOTE: Discretionary approval authority is given to the RC&D Coordinator for short term (one time) projects.

If the Coordinator determines that the project does not fit the criteria it will be referred to other organizations for assistance.

Phase III

If the RC&D Coordinator determines that the idea/proposal merits further consideration by the Council, a screening meeting will be held between the sponsoring group, the RC&D Coordinator, and a member of the RC&D Council. If the Coordinator and Council member deem the project to be a viable proposal to take to the Council a draft agreement will be developed (Using Project Agreement Form) and the Council member will champion the proposal at the next County or Council meeting. RC&D potential roles in the project to be explored and discussed include:

- Facilitation – project or meeting?
- Developing Collaborations
- Project Planning
- Project Coordination
- Capacity Building

If it is determined at this phase that the project is not a viable RC&D project then the Coordinator will work with the group to find assistance from others.

Phase IV

The Council member who met with the sponsoring group will present the project proposal to the Council. Representatives from the sponsoring group are also welcome to attend and present information. If the proposal has made it through the pre-screening and screening phases, the Council review will be focused on clearly identifying the roles of the sponsoring group(s) and the role(s) for RC&D including implementation steps. These will be spelled out in a project agreement that will be signed by the Council and sponsoring group(s) (Using Project Agreement Form).

If additional questions lead to viability concerns the Coordinator will assist the group in reworking the proposal.

Phase V

The Council adopts the project and begins working with the local sponsor(s) on implementation. Council Members assigned to the project will maintain the contact with the sponsor for the council.

Project Flow Chart

