

Executive Summary Template

# Please use this template to complete the Executive Summary for your project application. Remember to be as concise as possible. This section should not exceed two pages in length. (Note: You must delete the text in each field prior to filling out the form)

**Project Title:**

Please include a descriptive title of the project

# **Name:**

Please include the legal name of the agency, organization, or institution

# **Impacted Counties:**

Identify each county and its economic status (e.g. transitional, distressed, etc.)

# **Basic Agency:** For Construction Projects ONLY (Pease write in)

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# **Goal/Objective:**

Identify the primary ARC goal and the primary State goal or objective that the project will address.

# **Project Purpose:**

Please summarize the purpose of proposed project in a single sentence.

# **Funding:**

|  |  |  |
| --- | --- | --- |
| Source | Amount | Percentage |
| ARC |  |  |
| Federal (Other) |  |  |
| State |  |  |
| Other (Applicant,  Donation, etc.) |  |  |
| Total |  |  |

**Project Description: 1-2 Paragraphs**

Describe major activities to be conducted. The description should address who, what, where, when and how for each major activity.

# **Strategic Rationale: 1 paragraph MAX**

Identify the problems and/or opportunities the project will address, explain the critical circumstances that compel the project to be funded by ARC, and describe how the project supports a regional strategy or plan.

**Collaborative Partnerships: 1 paragraph MAX**

Identify local, regional and/or state partnerships that will support the project. You may attach letters of engagement or similar documentation that verify partnerships as appendices to your application package.

# **Project Sustainability and Capacity: 1 paragraph MAX**

Describe capacity to undertake the proposed activity by describing previous experience with similar activity. Explain how the project will be sustainable once ARC support is no longer available.

# **Performance Measures:**

Identify quantifiable output and outcome measures. These must be consistent with ARC guidance (include any leveraged private investment resulting from the project).