

## **PROJECT SWAP SUBMISSION FORM**

Please complete the form by filling in the fields below.

### **PROJECT NAME:**

### **PROJECT DESCRIPTION:**

Briefly describe the project. Include what the project is, the purpose for the project, the target audience and any other relevant details.

### **PROJECT OUTCOME:**

Briefly describe the project results, impact on community or other expected and unexpected outcomes.

### **RESOURCES NEEDED:**

List any financial, human and other resources, materials, and considerations here.

### **TIME FRAME:**

How long did the project take? When in the year did you do the project? How much time should be allotted for preparation?

### **TROUBLE SHOOTING:**

Please describe any lessons learned, things to consider when undertaking this project or changes you might make in the future.