**Instructions:**

Complete the information below, review with your sport liaison and provide to MVAB Board before the meeting where you will present the proposal.

**Description:**

* What will you purchase with the funds?
* What benefit will the purchase provide? (e.g. additional capability, replacement of worn/broken equipment, maintenance/repair of equipment)
* How will the purchase be used? (e.g. practice equipment? game equipment? multi-sport use, use by other-than high school sports)
* What is the expected life of the purchase?

**Proposal Scenarios:**

* What good/better/best options exist for your proposal? What are the costs and trade-offs for each?
* Please provide a second- source quotation
* What annual fees (licenses, maintenance etc.) will be required to support the initial purchase?
* What is the standard Warranty and what are extended warranty options? (if applicable)

**Funding:**

* How much money are you asking for from MVAB?
* When do you need the funds?
* How much funds will the sport(s) or outside club teams contribute?