To extend your contract for an additional year submit this form. This form is due annually at the **contract start date**. Email your completed form to <info@bizrecycling.com>.

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Contact Information**

|  |  |
| --- | --- |
| Organization Name |  |
| Contact Name |  |
| Contact Title |  |
| Mailing Address |  |
| Phone Number |  |
| Email Address |  |

**B. 12 Month Project Status Update**

Provide a status report for each outreach objectives as stated in the previous year’s workplan. Include information regarding any changes to the project scope or estimated budget.

|  |  |
| --- | --- |
| **From Previous Year’s Work Plan** | **12 Month Status Update**  (Include activities, outcomes, or proposed scope changes.) |
| **Objective 1** |  |
| **Objective 2** |  |
| **Objective 3** |  |
| **Objective 4** |  |

**Budget Status Report:** Provide an update on the budget expended to date. Include any budget modifications that have occurred.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Description** | **Amt Applied For** | **Amount spent as of 12-mo** |
| Staff/Personnel (Number of hours by staff) |  |  |  |
| Outreach Activity Expenses (i.e. supplies, room reservation fees) |  |  |  |
| Other Expense: |  |  |  |
| Other Expense: |  |  |  |
| Other Expense: |  |  |  |
| Total Spent |  |  |  |

**Additional Comments**

Is there additional information you would like to share? For example, successes you’ve had in recruiting business, challenges your businesses are facing, or additional support needed from the BizRecycling staff.

1. **Annual Work Plan**

Partners are required to do outreach to all members. Please describe up to five business outreach objectives, activities, and performance measurements to achieve those objectives over the next year. This will serve as your annual work plan. Also describe how all business members will be actively engaged and the key personnel on each objective.

**Service Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Objectives** | **Activities** | **Performance Measures** |
| --- | --- | --- |
| **Objective 1** |  |  |
| **Objective 2** |  |  |
| **Objective 3** |  |  |
| **Objective 4** |  |  |
| **Objective 5** |  |  |

1. **Project Budget**

Include estimated expenditures in table below.

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Description** | **Total Proposed Amount** |
| Staff/Personnel (Number of hours by staff) |  |  |
| Outreach Activity Expenses (i.e. supplies, room reservation fees) |  |  |
| Other Expense: |  |  |
| Other Expense: |  |  |
| Other Expense: |  |  |
| **Total New Funds Requested** |  |  |