**Start**

1. Have you reviewed the Unsolicited Proposal Program Guide and Q&As?
2. Have you reviewed information about the City's vision, priorities and challenges? *The Program Guide directs you to some key resources for information about the City’s vision, priorities and challenges*
3. Have you already contacted the City about this proposal?
4. Who did you contact at the City? *Please provide the full name and email address of your City contact(s).*

**About You**

1. Who is championing this idea? *Provide contact name, title, email address, daytime phone number, physical address and the full legal name of any institution, agency or incorporated organization that you represent.*
2. What's your motivation in bringing this idea to the City? *What is the ‘why’ at the heart of your idea and what’s in it for you.*

**Your idea**

1. Which category best describes your idea? *Select all applicable options on Intake Form.*
2. Which City Council priority is best matched with your idea? *Review* [*Council Priorities*](https://www.kelowna.ca/councilpriorities) *and identify which priority is aligned with your idea.*
3. What is the problem you are trying to solve? *Referring back to the Council priority you selected in question 8, be specific about the issue, concern or problem your idea will address.*
4. What are you proposing to do? *Provide an overview of how your idea will solve the problem you identified in question 9.*

**Implementation**

1. How will your idea be implemented? *No detailed business plan required at this stage, but please include: who will be involved, methods/efforts used, timeline, estimated cost and how it was determined, your level of involvement and investment, expectations of City contribution, any options or alternatives (‘Plan B’).*
2. How is your idea unique? *Refer to the evaluation criteria in the Program Guide (Pg 14)*.
3. Is your idea feasible? *Refer to the evaluation criteria in the Program Guide (Pg 14).*
4. Are there any risks or barriers for you or for the City? *These could be technical, legal, or financial risks. Ex: regulatory, borrowing or other approval, fundraising requirements, technical proof of concept, delays in obtaining key equipment or changes in key personnel.*

**Disclosure**

1. Does your idea involve any confidential information or Intellectual Property claimed by you or someone else? *Refer to section 4.7 and 4.8 of the Program Guide.*
2. Provide details about which aspects of your ideas are confidential or claimed as Intellectual Property.

**Final Comments**

1. Is there anything else you'd like to share about yourself or your idea that isn't already included?