



**University of Georgia  
Carl Vinson Institute of Government  
Local Government Finance Officer Certification Program  
Project Proposal Form**

**PLEASE NOTE: You must register for your project before submitting this form. The registration fee is \$219. To register by mail or online, please visit <http://www.cviog.uga.edu/localfinance>.**

**Email form to Suzette Arnold at [suzette.arnold@uga.edu](mailto:suzette.arnold@uga.edu)**

<b>Name:</b>	<b>Date:</b>
<b>Employer:</b>	<b>Contact Information (phone number &amp; e-mail):</b>
<b>Briefly describe your proposed project:</b>	
<b>Describe how project will demonstrate the application of financial topics learned in Level I and Level II:</b>	
<b>Print Supervisor's Name</b>	<b>Supervisor's Signature/Date</b>
<b>Approved by: CVIOG Staff Signature</b>	
<b>Additional comments by CVIOG Staff:</b>	

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**General Guidelines – Level II Project**

- Project must be completed within 90 days after the project proposal has been approved.
- Average time participants spend on project is 30 hours.
- Avoid using names throughout project (example: John Smith). Instead, use position titles (example: Finance Director, Clerk, etc.).
- Procedures are easier to follow if they are in bullet form.
- For procedures, include dates (example: This report should be run on the third business day after month end close).
- NEVER include sensitive information such as account numbers or passwords.
- Screen shots should be used to help the reader better understand procedures.
- For policies and procedures, be sure to include steps that should be taken if problems arise.
- Page numbers are helpful.
- For policies and procedures, we recommend that you have someone audit your document to determine if the procedures are clear and easy to understand.
- Include in your project a summary outlining why the policy or procedure is necessary and the impact it will have on the day-to-day operations of the organization.
- Cite the sources where best practices or other information is referenced, if research is conducted. For example, throughout the body of your paper, whenever you refer to outside sources of information, you must cite the sources from which you drew information. The simplest way to do this is to parenthetically give the author's last name and the year of publication, e.g., (Arnold 2020). Please provide a reference page at the end of your project which lists all sources.