

Grace United Church
Project Proposal Form

Project Contact Person Information

Name: _____

Phone: _____

Email: _____

Name of Group sponsoring the Project Proposal (if applicable): _____

Project Description

Project Title: _____

Brief Description (including purpose and goal of the project):

Project Cost: [include: a) cost breakdown: equipment & materials; installation; annual operating cost;
b) degree of accuracy – e.g. ballpark estimate, attached quotation, etc.]

Project Proposal

(Proposals will be scored and prioritized according to the following criteria.)

A. Operational Consequences of Delay

What are the operational consequences of delaying this project? How urgent is this project?

Please circle one:

minimal consequences	Impede a program improvement	impede future growth of a key ministry	impede a key ministry from functioning	impact viability of multiple key ministries
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Please explain:

Comments from Review Team: _____

B. Membership Consequences of Delay

What are the consequences for people of delaying action? Please circle one:

minimal consequences	ongoing inconvenience for staff & volunteers	expressed irritation by staff or volunteers	reduces membership involvement	probable significant impact to health & safety
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Please explain:

Comments from Review Team: _____

C. Operational Benefits of Completion

What are the benefits of this project to Grace United Church? Please circle one:

few people benefit	benefit to a program	key ministry benefit – minor tangible outcome	key ministry benefit – significant expected outcome	Multiple key ministries benefit
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Please explain:

Comments from Review Team: _____

D. Membership Readiness and Consensus

What level of conflict or agreement exists around this proposal? Please circle one:

polarized differences	strong disagreement	variety of opinions	general agreement	no opposition
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Please explain:

Comments from Review Team: _____ _____ _____
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E. Human Resources

What staffing and volunteer resources are required in the planning, implementation, and ongoing life of this project proposal? Please circle one:

requires additional staff	additional staff time needed for planning, implementation, maintenance	volunteers needed for planning, implementation, maintenance	planning, implementation, maintenance fits current staff and committee time	no staffing or volunteer time needed
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Please explain:

Comments from Review Team: _____ _____ _____
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F. Funding Resources

How will this project be funded through planning, implementation, and ongoing maintenance?

Please circle one:

borrow beyond current revenue	fundraising campaign or donors needed	increase general operating budget	draw on legacy or special funds	within existing committee budget or grant
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Please explain:

Comments from Review Team: _____

Please submit a hardcopy of pages 1-3 of this completed proposal to the church office.

Applicants may supplement their responses with additional data (quotations, comments, pictures, etc.).

SCORE: ____/30

Comments from Planning Committee: _____

Note: Any formal fund-raising campaign and/or any proposed use of Legacy or similar Segregated Funds must have approval of Grace Council/Congregation.

Thank you for your proposal. Comments from Planning will be presented to Council at its next meeting.

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Note: This form is to be used by any established and recognized committee, organization, small group, and individual members of Grace United Church who wish Grace Council to consider undertaking a project that falls outside of, or apart from, the normal and routine operating expenses of the programs or ministry provisions approved annually by the Council in its operating budget. Emergency expenditures are exempt from the process at the discretion of the Property Committee in consultation with the Treasurer and Finance Committee. The project proposal process is intended for projects in excess of \$1,000.00

Rationale: In order to provide for an orderly, consistent, and manageable system to evaluate and prioritize the wide variety of projects proposed by the many committees, organizations, small groups and members that comprise the Church, the Council has established a Project Prioritization List, managed by the Planning Committee, whose task it is to review all submitted proposals, recommend the project for approval or rejection, and suggest to Council the order in which all recommended projects should be undertaken. The Planning Committee ("Planning") would also recommend to what extent each approved project would be eligible for legacy fund support as a tool for assisting the Finance Committee with their task of Annual Budget preparation.

Deadlines: Projects are recommended on an annual basis. Proposals must be submitted by September 30th of each calendar year for consideration by Planning to be undertaken in the following calendar year's operating budget.

If the urgent need for assessing a project arises outside of the annual operating budget process then a project proposal form would be necessary to understand the project's priority and funding options. A recommendation to proceed with the project in the current calendar year that would increase the annual overall operating budget would require congregational approval.

Guidelines:

1. The prioritization process will give preference to innovative ideas and initiatives which:
 - a. Address critical Church needs;
 - b. Strengthen the Church's capacity to care for itself;
 - c. Develop partnerships within and across other committees, organizations and small groups;
 - d. Seek to deal with changes occurring within the Church;
 - e. Strengthen Grace's capacity to be inclusive, intergenerational and a community asset and partner.
2. Projects will not be considered which:
 - a. Request travel costs;
 - b. Would require Council to approve political activities.
3. Projects that would alter statutory programs, provisions, agreements, or contracts must initially be vetted and "approved for evaluation" by Council before being forwarded to Planning.
4. The prioritization process requires that each proposal includes provision for an evaluation of the project and a realistic plan for financial viability.

