CAPITAL PROJECT PROPOSAL FORM

First Parish Church

**Duxbury, Massachusetts**

A capital project is a construction, improvement or renovation of a church building, having an estimated cost of $5,000 or more. For a description of the procedure to be followed in proposing and carrying out capital projects, see the Capital Projects Policy and Procedure (as revised May,2013) in the FPC Policy Manual in the church office or contact the parish administrative assistant for a Capital Project Proposal Package in hardcopy or via e-mail.

This form may also be used to propose construction, improvement or renovation projects with an estimated cost of less than $5,000. Such projects may be proposed directly to the Buildings & Grounds Committee, bypassing the Capital Projects Planning Committee.

**PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESCRIPTION** (Include scope of work, purpose and benefit to church, estimated cost and proposed schedule for the work. Attach an additional sheet if needed.)**:**

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**PROJECT PROPONENT(S)** (Include contact information)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WHO WILL OVERSEE THIS PROJECT WHEN WORK STARTS?** (The project overseer will work under the direction of the Buildings & Grounds Committee and the Capital Projects Planning Committee)

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**CAPITAL PROJECTS PLANNING COMMITTEE RECOMMENDATION:**

Recommendation: Approved\_\_\_\_\_\_\_\_\_ Rejected\_\_\_\_\_\_\_\_\_\_

 Committee comments (attach additional sheet if needed):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCE COMMITTEE: PRELIMINARY FUNDS AVAILABILITY REVIEW**

Identified funds:

 Current Operating Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Funds Amount earmarked for project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*

* Requires written confirmation from the Treasurer.

 Trust Funds: Indicate name of fund(s) and amount(s) \*\*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* If Trust funds are under control of Trustees, written confirmation from Trustees is required.

 Special Fund Drive will be required and will need Governing Board approval \_\_\_\_\_\_\_\_

Approved for Building & Grounds Committee Review: \_\_\_\_\_\_\_\_\_\_ Rejected \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

**HISTORICAL COMMITTEE RECOMMENDATION** (if applicable):

If the project impacts the Meetinghouse or other historic structures, such as the so-called “Hearse House,” the proposal must be reviewed by the Historical Committee for historical appropriateness.

Recommendation: Approved\_\_\_\_\_\_\_\_\_\_\_ Rejected:\_\_\_\_\_\_\_\_\_\_\_\_

 Committee comments (attach additional sheet if needed):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 **BUILDINGS & GROUNDS COMMITTEE RECOMMENDATION**

Recommendation: Approved:\_\_\_\_\_\_\_\_\_\_\_ Rejected:\_\_\_\_\_\_\_\_\_\_\_\_

 Committee comments (attach additional sheet if needed):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCE COMMITTEE RECOMMENDATION:**

Recommendation: Approved:\_\_\_\_\_\_\_\_\_\_\_\_ Rejected: \_\_\_\_\_\_\_\_\_\_\_

Funding Sources:

 Cell Funds: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current year: \_\_\_\_\_\_\_ Future year (s)\_\_\_\_\_\_\_\_\_\_

 Name of Trust Fund \* Need Trustees approval, if applicable (see below)

 Fund:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fund:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Fund Drive (amount required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Comments (attach additional sheet if needed):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRUSTEES OF PARISH FUNDS APPROVAL** (if applicable):

 Recommendation: Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_ Rejected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved Funding Sources:

 Name of Trust Fund (s) and Amounts

 Fund:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fund:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other recommendations or comments.

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Signature of chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GOVERNING BOARD ACTION:**

A majority of the Governing Board members present on \_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

has voted to: Approve\_\_\_\_\_\_\_ Reject\_\_\_\_\_\_\_\_ the proposed project

\_\_\_\_ Referred to vote of the membership at a regular or special meeting of the Parish to be called on \_\_\_\_\_\_\_\_\_\_(date)

Board Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

and / or

Signature of Parish Clerk :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_