APPENDIX 4.5

PROJECT PROPOSAL FORM

Purpose:
This form is used to facilitate the submission of a proposal to Grace United Church Council for funding greater than $1,000 for a project to further the Vision of Grace. The $1,000 requirement is still applicable for expenditures from any committee's special funds.

The Process:

- The form is available on the Grace website or through the church office
- The completed form along with supporting documents is endorsed by a Committee of Council and then forwarded by the designated contact to the Planning Committee for review. The form may be submitted by email (office@graceucsarnia.com) or in hardcopy to the church office.
- The Planning Committee will review the score captured in the form and ensure that the scoring basis is consistent with other proposals.
- The Planning Committee may ask for further information to clarify or to make the submission complete.
- Once the final score has been determined by the Planning Committee, the proposal will be placed in priority order on the Grace Project Prioritization List.
- The proposal contact would then contact the Chair of the Finance Committee to determine the funding availability and the source of the funds, e.g., General Fund or one of the special funds
- The complete and prioritized proposal will then be presented to Council for approval to proceed and fund the project.

Glossary.
The following terms are used in the project proposal form:

- **Contact Person:** The person who completed the project proposal form.
- **Committee of Council.** These are the standing committees of Grace Council: Worship, Congregational Care & Growth, Outreach, Christian Development, Proclamation & Special Events, Finance, Property, Communications, Ministry & Personnel, Planning, Nominating, and Board of Trustees.
- **Scoping Estimate.** A rough, ballpark estimate. Scoping estimates may be helpful when asking a Committee of Council to sponsor a proposal. The Planning Committee will usually return a project proposal form with a Scoping Estimate with a request for definitive estimates.
- **Definitive Estimate.** A detailed estimate based on bids or quotes from a contractor or vendor.

Questions:
If you have any questions about this form or the proposal process, please contact the Planning Committee through the church office or email (office@graceucsarnia.com)

Project Title	

Submission Date to Planning Committee				
Sponsoring Committee		Did Committee Approve?	Yes	No
Proposal Contact Name				
Proposal Contact Info	Email:	Phone:		

Describe groups and stakeholders consulted and process involved	
Project Description **(Including purpose and goal of Project)**	

Project Cost	$	Is Project Cost a Scoping Estimate?	Yes / No
		- OR – Is Project Cost a Definitive Estimate?	Yes / No

NOTE: **If fewer than three vendors/contractors used to prepare the Definitive Estimate, a brief explanation must be provided here:**

Reason for fewer than 3 vendors/contactors for Estimate:

REQUIRED DOCUMENTATION TO BE INCLUDED WITH PROPOSAL

- ☐ Detailed Breakdown of the Project Cost Estimate
- ☐ List of the minimum-required three vendors/contractors that form the Definitive Estimate
- ☐ All copies of add bids and quotations from each of the vendors or contractors

Project Proposal (please score and prioritize 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:**

For Planning Committee Use

Score 1	Score 2	Score 3	Score 4	Score 5
Minimal consequence	Impedes a ministry program	Impedes future growth of a Core Ministry[1]	Impedes multiple Core Ministries[1]	Impede viability of the Organization

(**NOTE 1:** Core Ministries: Worship, In-Reach, Outreach, Teaching, Proclamation Ministries)

Please explain:

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B. Membership and Facilities Consequences of Delay

How will delaying action impact people and facilities? **Please circle one:**

For Planning Committee Use

Score 1	Score 2	Score 3	Score 4	Score 5
Minimal consequence	Ongoing inconvenience for staff and volunteers	Expressed irritation by staff or volunteers	Reduces membership involvement	Probably impact health and safety

Please explain:

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C. <u>Operational Benefits of Completion</u>

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

Score 1	Score 2	Score 3	Score 4	Score 5
Benefits a few people	Benefit to a Ministry Program	Benefit to a Core Ministry	Benefit to multiple Core Ministries	Necessary for viable Organization

Please explain:

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For Planning Committee Use

D. <u>Membership Readiness and Consensus</u>

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

Score 1	Score 2	Score 3	Score 4	Score 5
Polarized differences	Strong disagreement	Variety of opinions	General Agreement	No opposition

Please explain:

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For Planning Committee Use

E. <u>Human Resources</u>

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

Score 1	Score 2	Score 3	Score 4	Score 5
Requires additional staff	Staff time needed to plan, implement, maintain	Volunteer time needed to plan, implement, maintain	Ongoing workload fits current staff, committee time	No staffing or volunteer time needed

Please explain:

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Thank you for your proposal. Please submit a copy of this completed proposal to the church office.

Once this form is received by the Planning Committee, the proposal score will be confirmed which may require further clarification from the Contact Person.

Once processed by the Planning Committee, Council will decide if funds are available to proceed or approve any plans to fundraise for this proposal.