

Grace United Church

Project Proposal Form

Purpose. The project proposal process is stewardship. We aim to be good stewards of the ideas and resources in our congregation. This project proposal form, scored and prioritized by the Planning Committee, helps Grace Council to make spending and fundraising decisions. Thank you for taking the time to provide cost estimates and project details.

Process: Any individual, group or committee may use this form. Completed forms may be submitted or emailed (office@graceucsarnia.com) to the main office. The Planning Committee will evaluate your submitted proposal (usually at its next meeting) and assign a numerical score based on the form. You may be asked for more information before a final score is assigned. The final score will determine the proposal's rank on Grace Council's project prioritization list. Council will decide when a proposal can move forward by approving funding.

Exceptions. The project proposal form is intended for items that fall outside regular operating expenses. Committees do not need to develop and submit a project proposal for expenditures less than \$1,000.00. Projects that cost \$1,000.00 or more require the use of this form, even when drawing on the committee's special fund (i.e., Youth Initiatives Fund for CD, Memorial Fund for Worship, Inspiration Fund for Proclamation & Special Events, Soup Luncheon income for Outreach, Communion Fund for Congregational Care & Growth, Office Equipment and A/V Funds for Communications, Capital Replacement Fund for Property).

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, Lay Presbytery, Planning, Nominating, and Board of Trustees.

Order of Magnitude Estimate. A rough, ballpark estimate. Order of magnitude 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 magnitude estimates with a request for definitive estimates.

Definitive Estimate. A detailed estimate based on bids or quotes from a contractor or vendor.

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

**Grace United Church
Project Proposal Form**

Project Contact Person Information

Name: _____

Phone: _____ Email: _____

Committee Sponsorship

Has a Committee of Council passed a motion to sponsor this proposal?

Yes / No Committee: _____

Consultation

Please describe the consultation process (groups and stakeholders consulted)

Project Description

Project Title: _____

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

Project Cost: \$ _____

Is project cost an Order of magnitude estimate Yes / No

OR is project cost a Definitive estimate via bids/quotes Yes / No

Is a detailed cost breakdown attached? Yes / No

Were at least three vendors used for definitive estimates? Yes / No

If "No," please explain briefly:

If project cost is a definitive estimate, please include all copies of bids or quotes so Planning Committee does not overlook basis or details of estimate.

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Committee Use**

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:

minimal consequence	impede a ministry program	impede future growth of a core ministry ¹	impede multiple core ministries	impede viability of organization
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(1. Core ministries: worship, inreach, outreach, teaching, proclamation ministries)

Please explain:

B. Membership and Facilities Consequences of Delay

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

minimal consequence	ongoing in-convenience for staff & volunteers	expressed irritation by staff or volunteers	reduces membership involvement	probably impact health and safety
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Please explain:

C. Operational Benefits of Completion

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

benefit a few people	benefit to a ministry program	benefit to a core ministry	benefit to multiple core ministries	necessary for viable organization
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Please explain:

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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:

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	staff time needed to plan, implement, maintain	volunteers needed to plan, implement, maintain	ongoing workload fits current staff, committee time	no staffing or volunteer time needed
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Please explain:

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



For Planning Committee Use