



CAPITAL PROJECT INITIATION

DIRECTIONS TO INITIATE A CAPITAL PROJECT

Fill in the top section information, all fields marked with an * are required. Please check the likely funding source. Print form for pastor to sign (and vicar if administrator).

Email signed form to capitalprojects@archchicago.org or fax to **312.534.9805** along with any bids/scopes of work/project information. Upon receipt, a confirmation email will be sent and subsequent documents will be sent to your DVO to work with you to obtain funding information and signatures.

Vicariate*:	Deanery*:	Turnaround*: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parish ID*:	Date Submitted*:
Parish/Location*:				Target Start:
Address*:			City/Zip*:	
Phone*:	RMC Grouping in Process*: <input type="checkbox"/> Yes <input type="checkbox"/> No		Grouping Name:	
Pastor* (or administrator):			Email*:	
Business Manager:			Email:	
Project Description*:				
Building Site and Address*:				
Budget Estimate*: \$			Percent (contingency included): %	
Additional Comments:				

LIKELY FUNDING (Check appropriate funding box and add information where appropriate):

- Parish has the funding for the project
- Parish is securing funding and will have it by project start
- Parish needs to secure the funding for the project (e.g., capital grant, etc.)
- Uncertain / unknown; needs to be evaluated

NOTES: By signing, you are acknowledging and committing to the following:

- All required evaluations can proceed (e.g., Facilities and Construction Project Evaluation, DVO Funding Evaluation, Parish Op's, Funding Fit Assessment, Capital Projects Committee, RMC review etc.).
- Contractors must fulfill archdiocesan qualification requirements and submit pre-qualification documents, proof of insurance, etc.
- Project will not proceed without all appropriate funding assessment forms signed and received.

CONDITIONS:

- Administrators of a parish require their vicar's signature on all forms.
- Projects over \$300,000 or loans require Capital Project Committee (CPC) approval.
- Any type of grant requires Episcopal Council approval.

PASTOR

(Authorized Signator) **X** _____ Print Name _____ Date _____

VICAR

(If Parish Administrator) **X** _____ Print Name _____ Date _____

ONLY SUBMIT COMPLETED FORMS VIA EMAIL OR FAX TO THE FOLLOWING:

Email: capitalprojects@archchicago.org Fax: **312.534.9805**

INQUIRIES: Judith Zaffaroni at 312.534.5246