

# Capital Project Request (Bricks and Mortar Needs)

Name of Project: \_\_\_\_\_ Reference No. \_\_\_\_\_

**1. Description**

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**2. Reason/justification for project?**

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**3. Objective to achieve**

- Maintenance of Building  
 Building for the future

**4. Who does this impact (parishioners, staff, volunteers, etc.)?**

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**5. How does this align with our Mission Statement, Core Values and Vision Statement of the Parish?**

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**Themes we hope to Impact:**

- Maturity – To Reach One’s Full Potential  
 Holiness – The Perfection of Love  
 Community – Deep Concern for the Common Good  
 Service – The Naming and Sharing of One’s Gifts  
 Generosity – Being a Conduit of God’s Blessings through Prayer, Service, and Sharing

**6. Priority (1 being the High – 5 being a nice to have but not necessary)**

1      2      3      4      5

\*\*\*Please submit this form along with attachments to the Business Manager. Review and final approval is needed from the building and grounds committee, the finance committee, the pastoral council and ultimately the pastor. This form should not be submitted directly to the pastor or pastoral council.

**Administrative Details: To Be Completed by Building and Grounds/Finance**

Budget Projections					
		Year ____	Year ____	Year ____	Year ____
Capital Cost	Electrical				
	Plumbing				
	Heating				
	Construction				
Annual Maintenance if Applicable					
Purchase/Other Costs					
Total Cost					

**Other projects that are related to this one or should be considered with this one:**

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Project #: \_\_\_\_\_      Need RFP/RFQ:    Yes    No  
 Date Contractors Notified: \_\_\_\_\_      Bid Review Date: \_\_\_\_\_  
 Building and Grounds approved: \_\_\_\_\_ (Date)      Finance Committee approved: \_\_\_\_\_ (Date)  
 Funding to come from: \_\_\_\_\_      Fiscal year to be completed \_\_\_\_\_