

## Project Proposal Form for UUCWI

**Date:**

The UUCWI Board of Trustees asks that you use the following process when presenting major capital projects for approval and accomplishment.

If your project is complex and costly, please start by submitting a **letter of intent** from your UUCWI committee to the Board which outlines the nature of the project and what steps you think will need to be taken to accomplish it. This letter will give the Board some idea of what you are proposing, and will allow the Board to provide direction in completing the project. The Board also recommends that you present your idea to the Leadership Council for feedback and possible partnership with other committees interested in this project.

Originating UUCWI Committee(s):

1. Describe in detail the nature of your project and state your rationale for undertaking it.
2. Explain how the research for the project will be done and by whom.
3. Provide a detailed list of costs to complete the project. Include copies of any bids or proposed contracts.
4. Who will provide leadership for and supervise the completion of the project?
5. Date of submission of this proposal:
6. APPROVED Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_ Explanations and suggestions attached.