

PHASE I: CAPITAL PROJECT PROPOSAL

Section I: Conceptual Description *(project contact completes)*

Proposing Division/Department:	Project Location (Building/rooms):
Project Contact Name:	Phone:
Project General Description: 1. What is being proposed? 2. Who are potential users? 3. What is the desired timeframe? 4. How will this project contribute to the goal of inclusive excellence and address the needs of a diverse community?	
Program statement (purpose & rationale) Describe how these modifications will improve the program.	
Range of solutions What alternatives to achieve the objective have been considered?	

Section II: Project Scope *(Facilities Operations completes)*

Project Scope Description	
Initial Estimate	

Section III *(project contact completes)*

A. Funding Strategy

How much funding does your department/division have to commit to this project from your base budget or gain sharing?	
Are you requesting institutional funds? If so, how much?	

B. Statement of Support

Provide statement of support from head of Financial division (Dean, Vice Chancellor, Executive Director, Vice Provost)	Name _____ Title _____ Date _____
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