**PHASE I: CAPITAL PROJECT PROPOSAL**

**Section I: Conceptual Description** *(project contact to complete)*

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| **Proposing Division/Department:** | **Project Location (Building/rooms):** |
| **Project Contact Name:** | **Phone:** |
| **Project General Description:**   1. **What is being proposed?** | |
| **2. Who are the 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 will complete)*

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| **Project Scope Description** |  |
| **Initial Estimate** |  |

**Section III** *(project contact to complete)*

**A. Funding Strategy**

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| **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**

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| **Provide statement of support from head of Financial division**  **(Dean, Vice Chancellor, Executive Director, Vice Provost)** |
| **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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