

**Application: Capital Improvement Project**

All capital projects undertaken in the Diocese of Bendigo which are:

* In excess of $5,000 and/or
* To be funded from monies held in Trust

Need the approval of the Diocesan Executive to consider the proposal, the following form must be completed and submitted to the registry. The form is to be accompanied all documentation.

To Assist in its deliberation, the Executive may choose to visit the parish/centre.

**Application Details**

(if insufficient space, please attach additional pages)

|  |  |
| --- | --- |
| **Parish Name** |  |
| **Centre**  (where project to be carried out) |  |
| **Brief description of the Project** |  |
| **Reason for the Project** |  |
| **Project and Parish Mission**  Describe how the project fits in with the mission of your parish |  |
| **Plans/Drawings** | Project Plans have been prepared by:  The plans are attached to this application YES / NO |
| **Estimated Cost**  (quotes should include registration details of tradespeople – required for insurance purposes) | Quotes for the works from the following tradespeople are attached: |
| **Project Funding**  Describe how the project is to be funded |  |
| **Parish Consultation**  Describe the nature of consultation with the parish |  |
| **Parish Approval** | The parish has approved the proposed project. |
| **Signatures of Parish Leaders** | Rector/Priest in Charge …………………………………………  Signed …………………………………………  Churchwardens  Name Signature  ……………………………. …………………………………………  ……………………………. …………………………………………  ……………………………. ………………………………………… |
| **Date of Application** |  |

For assistance in completing this form, please contact the registrar.

Completed applications (including the associated documentation) are to be forwarded to

The Registrar, Anglican Diocese of Bendigo, [registrar@bendigoanglican.org.au](mailto:registrar@bendigoanglican.org.au)

P O Box 2, Bendigo 3550