

**ARCHBISHOP CONCEPTUAL APPROVAL**  
**PROJECT CASE TEMPLATE**

Date: \_\_\_\_\_

Parish: \_\_\_\_\_

Project Name: \_\_\_\_\_

1. Brief Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Rationale and expected benefits:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you explored and budgeted for your capital maintenance needs? \_\_\_\_ Is that included in your financial assessment? \_\_\_\_
4. Based on historical examples and rules of thumb for facilities, does the likely project appear to fit within your minimum risk financial assessment? \_\_\_\_ Does it fit within your maximum risk financial assessment? \_\_\_\_
5. Have you reviewed your parish's demographic growth and considered it in your needs for this project?
6. Given the growing needs of our Archdiocese Catholic population, is this project seen as a necessity for your parish to thrive and grow, or is it potentially a "luxury" item that can be afforded but not needed?
7. By what date does the parish want to begin design of the facility?
8. Is there a capital campaign involved? \_\_\_\_ By what date does the parish want to launch the campaign? \_\_\_\_

Please attach the following support documents and check here that they are attached:

- Parish Support for Proposed Project
- Initial Financial Feasibility (Pre-Application)
- Deanery Review of Proposed Project (if applicable)