**Submission Outline**

**EJC CWD Committee**

**Date**: **Name of Church**:

**Pastor**: **Zone**:

1. Recommendation from Zone Leader or EJC Director
2. **Project Description** – Location, Overview and Project Relevant Details
3. **Business Case** – Justification, Need, Solution to Existing Problem Approval from Church Board and Membership.
4. **Proposed Budget** – Including Contingency and Management Reserve
5. **Funding Source** – Loan, Fundraising, etc
6. **Funding and Shortfall** – Amount raised and Gap
7. **Implementation Schedule** – Proposed Start Date and Project Duration
8. **Professional Design Team** – Engineer, Architect
9. **Site Plans** – Plans and Photographs
10. **Construction/Implementation Team** - Contractor or Team Leader
11. **Regulatory Approvals** – Parish Council, NEPA, ODPEM, MoH, etc
12. **Property Status** – Ownership, Title, Boundaries, Surveyor ID, Topographic Survey
13. **Existing Restrictions** – Land Use etc
14. **Request** – Amount or Support Required

Created October 2015

Updated November 4, 2015