

All parish property in the Diocese is held by 'The Incorporated Synod of the Diocese of Algoma' for the benefit of the Church. Wardens and Incumbents act as office holders of the Incorporated Synod and act within the scope of their designated authority with the protection in law accorded to office holders acting legitimately in this role. - Parish Leaders' Manual (page 14)

The purpose of this application form is to assist Wardens and Incumbents to exercise their authority in conformity with the Canons and policies of the Incorporated Synod of the Diocese of Algoma.

Please contact your Deanery Officials (Regional Dean or Lay Steward) and arrange a meeting to discuss this plan before it is launched. If this project costs less than \$40,000 and requires no borrowing of money the Deanery Officials are able to grant approval if they are satisfied. If the project costs \$40,000 (or more) or it requires borrowing money the application will need to be presented to the Diocesan Executive Committee by the Deanery Officials. The Deanery Officials and the Diocesan Executive Committee will both prioritize wise stewardship and vital mission when considering the approval of your project.

Definition: Capital project - a project to: acquire, develop, or improve a capital asset.

Name of Parish: _____

Address: _____

Tel No.: _____ Email: _____

Contact Person: _____ Tel No.: _____

Warden: _____ Tel No.: _____

Warden: _____ Tel No.: _____

Incumbent: _____ Tel No.: _____

Project Name/Title: _____

Description of Project: *Please use separate pages which are to include a detailed description of the project, a copy of any plans, project budgets, quotes and/or bids and other relevant data*

Capital Project \$ _____ Current Available Funds: \$ _____

If a deficit exists what are the parishes plans to make up the difference? _____

Applications for an Archbishop Wright Building Loan are available upon request from the Deanery Officials - the application must be accompanied by a Vestry motion approving the loan and repayment schedule

When, and with whom, was this issue discussed? _____

Vestry meeting, Advisory Board, small group

When and how was the decision made to proceed? *Please use separate pages to include the motion and the result of the vote, as well as a summary of your congregation's understanding of how their mission justifies the expenditure*

How have you provided a safe working environment for volunteers or employees or contractors? *Please describe how the project will be implemented to ensure all Ministry of Labour Regulations are followed. When hiring a contractor, please provide the contractors WSIB, Certificate of Insurance naming the parish and the Diocese of Algoma as additionally insured, Form 1000E and Ministry of Labour "Notice of Project"*

DEANERY OFFICIALS USE

Archdeacon: _____

Comments: _____ Signature _____

_____ Date

Regional Dean: _____

Comments: _____ Signature _____

_____ Date

Lay Stewards: _____

Comments: _____ Signature _____ Signature _____

_____ Date

_____ Date