

## Proposal for a Capital Improvement Project – 2025

**What is a capital improvement?** Equipment, fixtures, buildings, rooms, and other fixed assets that cost \$5,000 or more, with a useful life of greater than one year.

**Who can submit a proposal?** Proposals are typically submitted by GVR Clubs, but any member in good standing can submit a Proposal.

**How do I submit a proposal?** Complete this Proposal, save to your computer, and email it to [NatalieW@gvrrec.org](mailto:NatalieW@gvrrec.org) by **4pm on March 31, 2025** for consideration.

**Before submitting a Proposal, GVR Clubs should consult CPM 6.2.3 to determine if the project is Club responsibility or GVR responsibility; see link below.**

<file:///H:/CPM/CPM%206.3.2.htm>

**Note: if a Proposal was submitted in a prior year and has been approved, but not yet completed, there is no need to submit another Proposal for the project.**

Name or Group/Club:  Date:

Contact Name:  GVR#:

Email:  Phone #:

Anticipated time frame for completion of project.  2026  
 2027 or after

1. Briefly describe the project/improvement you plan to propose:

**2. If this is a request for new or expanded club space, please explain any steps taken to improve efficiency and space utilization:**

[Empty response box for question 2]

**3. Have more cost-effective alternatives been considered? What are they, and why are they not the preferred option?**

[Empty response box for question 3]

**4. Please explain how the project advances the goals of Green Valley Recreation:**

[Empty response box for question 4]

**5. What are the 3-year to 5-year participation trends related to this capital project request?**

[Empty response box for question 5]

**6. Please explain how this capital project supports the interest level of the general membership:**

**7. Would this request have an adverse effect on another group of GVR members? If 'yes', provide rationale as to the greater benefit this project will provide given that another group or the general membership might be displaced or impacted.**

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**Staff use only:**

**Date received:**

**Member verified:**

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

Proposed by: \_\_\_\_\_

Proposed Inception Year: \_\_\_\_\_

**Assessment Questionnaire**

1. If this is a club request, is the request a club responsibility per Part 6, Section 3 of the CPM?   
*(If Yes: stop assessment. Club should take appropriate steps to comply with the CPM requirements)*
2. If this is a request for new or expanded club space, has the club taken steps to maximize space utilization?   
*(If No: please stop assessment. Club should take appropriate steps to first attempt to maximize space utilization and then reapply if necessary)*

Please assess any steps taken to improve efficiency and space utilization:

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3. Have more cost-effective alternatives been considered? What are they and why are they not the preferred option? Please assess.

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4. Please assess how the project advances the goals of Green Valley Recreation:

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5. Please assess the 3 to 5-year participation trends related to this capital project request.

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6. Please assess how this capital project supports the interest level of the general membership:

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7. Would this request have an adverse effect on another group of GVR members?

*(If Yes: please assess rationale as to the greater benefit this project will provide given that another group or the general membership may be displaced or impacted)*

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8. What are the anticipated annual operational costs associated with this capital improvement? \$\_\_\_\_\_

9. What are the anticipated required annual maintenance and replacement contributions to the Reserve Study associated with this capital improvement? \$\_\_\_\_\_

Criteria	Weight (1-5)	Clearly No 0 1 2 3 4 5 Clearly Yes	Total
Legal mandate			
Removes or reduces a hazard			
Advances organizational goals			
Improves efficiency			
Addresses participation trends			
Supports interest of general membership			
Does NOT create an adverse effect on another group or GVR members			
<b>TOTAL</b>			

**Notes:**

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**Additional Considerations:**

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- Club's history of Capital Funding Requests reviewed and included?**  
Review data sheet of previous requests and awards, include in report

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Approved:  Denied:

If denied, reason:

Date requesting party notified: