

# Projects Policy

## Project Definition

For purposes of this policy, a project is defined as a distinct activity of the Congregation or sponsored by the Congregation.

## Proposing a Project

The Board of Directors, any of the Four Ministries, any Working Group, and any member of the Congregation may propose a project.

Ideally, a project should be proposed in the Fall at the beginning of the budget and planning cycle, in order that the associated Working Groups and Ministries can incorporate it into their priority decisions and explore the funding impact of the project.

However, a project may be proposed at any time.

Project proposals shall be presented to the appropriate Ministry or Working Group for consideration, along with a budget request if spending is involved.

Any project requiring a budget of \$500 or more must have a written project plan describing the project, when it will begin and end, its scope, and who will do the work.

## Authorization of Projects

A proposed project must be authorized by the associated Working Groups and Ministries before it may begin. If a project involves more than one Working Group or Ministry, all of them must be involved in the decision.

The criteria for authorization decisions shall include conformance with the mission, vision, and values of the Congregation and of Unitarian Universalism.

Projects which do not require a budget may be approved by the associated Ministries or Working Groups at any time and may begin at any time.

Projects which require a budget which is both less than \$1,000 and less than 50% of the associated Working Group's unspent budget may be approved by the associated Ministries or Working Groups at any time and may begin at any time.

Other projects must either be subject to the budget and planning process or approved by the Board of Directors.

Project authorizations shall last until the end of a budget year unless otherwise specified by the Board of Directors. Projects must be reauthorized for each planning and budget cycle.

## Funding for Projects

Unless otherwise authorized by the Board of Directors, all projects shall be funded through the operating budget using the General Fund. Disbursement of funds shall conform with normal practices, using standard requisition/reimbursement forms, receipts, and authorized signatures.

Fundraising for all projects shall be subject to the Donations Policy.

No separate bank account shall be created or used for the expenses of a project. All expenses shall be paid using the regular operating account.

#### Governance of Projects

All projects shall be subject to the ongoing oversight and control of the Board of Directors and of the associated Ministries and Working Groups.

The Board of Directors may at its discretion create a Working Group to specifically oversee a project.

*– approved by Board of Directors March 15, 2017*