

CAPITAL PROJECT CHECK LIST

Mandatory requirements:	√
Name of the project	_____
Actual address of the project	_____
Capital Project Description	_____
Rationale for project	_____
Description of the program the project is enhancing	_____
Explanation of program enhancement	_____
Start & end date of project	_____
Total value of project	_____
Grant or \$\$ value requested for approval	_____
Level of secured funding with confirmation	_____
Secured funding source/s	_____
All proposed funding sources	_____
Financial statements and balance sheet	_____
Project viability	_____
Lease/ownership of facility or land	_____
Party responsible for project's future maintenance	_____
Municipal Approval if on municipal land	_____
Approval of authority (Prov./Fed gov't., etc.)	_____
All requirements for a major capital project application (see checklist on page three of the application form)	_____