Diocese of Brownsville – Development Office

Parish Building Project Questionnaire

Parish: _____ Date Submitted: _____

Name of Project: _____

Address: _____

Pastor: _____ Other Contact: _____

Phone Number: _____ E-mail: _____

1. Do you have authorization from Bishop Flores to proceed with this project? Please provide a copy of the letter from the bishop authorizing this project to proceed.

_____

_____

2. What resources does the parish have on hand to help make this project a reality? Diocesan policy for building projects is that at least half of the total cost must already be in hand before authorization will be granted for the work to begin. _____

_____

_____

_____

3. Have you made arrangements with the diocesan Fiscal Office to secure a loan from a bank for this project? If so, please provide a copy of the loan agreement form. If not, please explain. _____

_____

_____

4. If it is your intent to apply for grants to help cover the cost of this project, are you familiar with the grants process? Has the parish received grant funding in the past or is there a grant currently open? Do you have any grant status reports due?

_____
_____
_____
_____

5. Have you followed the diocesan guidelines for building projects as set forth by the Building and Property Office? (Ex. Forming a building committee, contracting an architect, acquiring bids, etc.)

_____
_____
_____
_____
_____

ATTACHMENT CHECKLIST: Please attach the following to this questionnaire:

A. A copy of the bishop's letter authorizing this project.
B. A parish financial report denoting the funds available for this project.
C. A copy of the loan agreement form, if applicable.
D. A copy of the schematics for the proposed building project.

Signature: _____Title: _____

Name (printed): _____ Date: _____

Pastor Signature (if different from above): _____

Name (printed): _____ Date _____

Please send completed questionnaire, along with your supporting materials to:

Rosie Rodriguez, Development Director

Diocese of Brownville Development Office

700 North Virgen De San Juan Boulevard

San Juan Texas 78589