

Community Project Fund (CPF) Implementation Plan

1. Hold parish forum on the purpose and process of the CPF, with hard copies of guidelines, application forms, and timeline - **6/25** (St. John's celebration day)
2. Give parish members over 2 months to complete applications (either hard copy or electronic), due to Submission & Review team (need group email set up and mailbox in office) - **9/3**
3. Submission & Review team will review applications to "assure sufficient detail and completeness" - **9/10**
4. Applications needing additional detail or completeness final submission - **9/24**
5. Completed and final applications are available to the parish via email, Realm, and hard copies - **10/1** (St. Francis Day celebration?)
6. Hold parish forum on the proposed projects, where the parishioners proposing their projects can present them to the parish for approval. Have in person voting on projects to spend the CPF on paper ballots with 1-2-3 rankings - **10/8**
7. Submission & Review team tallies ballots and determines winner, emailing results first to vestry - **10/10**
- 8 Announce winning project to parish, in church, then email, Realm, eNews - **10/15**
9. Get started on the project!!

All dates are tentative, but close....