

## Capital Project Proposal Package

### FUNDING PLAN INSTRUCTIONS

These instructions outline the specific information that is needed by the Provost's Office and Capital Projects Committee to review and understand your unit's funding plan.

The funding plan includes the following things:

#### **A. Overview of Funding Plan**

Required  
Format: unit determines format  
Limit: 2 pages

Describe how your unit plans to fund the proposed project.

- 1) To the extent that your unit has, or plans to have, sufficient existing resources to complete the project, please describe the source of these funds and the related status.
- 2) If University debt or bridge loan financing will be required, please describe in as much detail as possible how the unit plans to cover that cost of that financing.

*NOTE: A detailed funding plan is not required until the project has been approved for development and design by the Capital Projects Committee.*

#### **B. Source/Use Projections**

Required  
Format: use available template at [www.provost.umich.edu/space/guidelines/capital.html](http://www.provost.umich.edu/space/guidelines/capital.html)

This report summarizes the unit's 3-to-5 year history of sources, uses, and balances and estimated projections for the next 10 years. It must include all sources of revenue and actual or projected expenses, balances with and without the capital project, related University taxes, and estimated utilities and maintenance costs. It should also indicate payments for debt service, if applicable.

*NOTE: The Provost's Office and Treasurer must be able to validate the data by running queries or reports from the data warehouse, if needed.*

#### **C. Assumptions and Supporting Data for Source/Use Projections**

Required  
Format: unit determines format  
Limit: 2 pages

Units will need to provide the supporting detailed data and any assumptions that were used to create the Source/Use Projections.

#### **D. Gift Agreements**

Required if gift agreements exist  
Format: use available template at [www.provost.umich.edu/space/guidelines/capital.html](http://www.provost.umich.edu/space/guidelines/capital.html)

This report provides an itemized list of all formal gift agreements that will be used to support the capital project proposal. The report indicates the donor, total pledge, total pledge outstanding, and year-by-year cash flow per gift.