

RGVRRM Project Approval Procedure

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Overview

This document outlines the standard procedure for developing and approving projects at the Rochester and Genesee Valley Railroad Museum. A project has been defined in the RGVRRM spending policy dated 7/2025 and anything not required for the general operation of the museum over \$1000. Projects worth less than \$1000 should be considered in the operation budget only. This policy describes the process for planning, approval, fundraising and reporting the plan.

Planning

All projects should begin by using the Excel spreadsheet, found on the shared google drive for planning the project. The spread sheet will be read only while on the google drive. Updates to the spreadsheet should be sent to the spreadsheet manager. The spread sheet should include the following:

- A sentence on the scope of the project. Scope should be developed following the RGVRRM collections policy when applicable
- A budget
- Time line for completion of the project
- Sources of funds
- Project manager
- Specialty resources required – metal, wood, electrical, etc
- Approval by the appropriate superintendent

Funding

Application for donor or grant money should not occur until approval by the board. The board may approve this without immediately approving the project.

Projects requiring up to 3 years for completion must have all funding secured before starting the project.

Projects requiring more than 3 years for completion must have the first 3 years of funding secured and a plan for securing the remainder of the funding.

Projects running more than 5% above the budgeted amount must have additional approval from the board.

The board will notify the grant committee if funding by a grant is desired.

Approval

When a project is fully developed within the Excel spreadsheet, a written plan must be submitted to the board with the spread sheet information along with enough details of the project for board members to understand the work to be done.

Exception: Any potential project seen as an immediate need for safety or security to volunteers, the public, the facilities or our assets should be brought to a superintendent when possible or any board member with a description of the issue. If the issue is deemed urgent then the requirements of this policy may be waived by the board.

The plan may be submitted by paper or electronically.

The board after review may approve, reject, delay or ask for more information to be able to make an accurate decision.

Changes to the scope of a project must be approved by the board before money is spend on the changes are performed.

The board reserves the right to terminate a project with an explanation if the board believes such termination is in the best interests of the organization. Reasons for termination include but are not limited to:

- Loss of a project manager with no replacement
- No activity over a 12 month period
- Loss of funding
- Changes to business needs

An explanation will be given to members of the project and documented in the board meeting minutes.

Reporting

The project manager will report monthly progress to the appropriate superintendent which provides a report monthly to the board.

The treasurer will report monthly expenditures on all projects to the board.