

SCHOOL COMMUNITY DEVELOPMENT FUND

Background

School community development funding requests are those items which, due to their amount and non-routine nature, cannot reasonably be expected to be funded from decentralized budget allocations. School groups and School Community Councils who are contemplating a special initiative or playground at the school that requires funding assistance are to work in conjunction with their Principal, Business Department and Facilities Manager.

Criteria:

- Projects that qualify are one-time projects and may include: facility improvements specialized equipment, playgrounds, partnerships, and community engagement.
- Do not require additional staffing.
- Annual costs will be covered by decentralized budget; and
- Has not been approved for a prior project in the past 4 years.

1. Application Process

- 1.1. A detailed development plan including a budget showing revenue sources and projected expenditures is to be prepared and submitted with the application. Purchasing will provide a checklist to aide with the development plan. The checklist is to be submitted with the application.
 - 1.1.1. Purchasing will help prepare estimates of project cost before specific fundraising starts.
 - 1.1.2. Work with manager to make sure all new school ground equipment and all school ground equipment renovations or upgrades meet all applicable code requirements and standards.
 - 1.1.3. Equipment must be installed by properly qualified installers or the installation supervised by qualified individuals such that the equipment vendor will agree that installation does not impact warranties or liability.
- 1.2. Fundraising must be complete prior to proceeding with the project or making any purchases unless prior approval is provided by Superintendent of Business & Operations.
- 1.3. Charitable receipts shall be made available to individuals and businesses donating to the school community development fund projects provided funding is sent directly to the Prairie South School Division or paid through School Cash online donations. These funds will form part of the fundraising portion done by the school.
- 1.4. For budgeting purposes, applications for school community development funding shall be submitted to the Superintendent of Business and Operations by February 1, to be considered in the next budget year which runs from September 1 to August 31.
- 1.5. Schools will be notified subsequent to the adoption of the Division budget on the approval or non-approval of their submission.

- 1.6. If approved by the Superintendent of Business and Operations, the following funding assistance may be provided upon approval by the Board:
 - 1.6.1. An annual amount of up to \$150,000 may be allocated in the division budget for the school community development fund projects. A school project submitted may be eligible for funding of up to \$125,000.
 - 1.6.2. Board funding may be made available up to a 50/50 basis with fundraising done by school communities or external donations and grants. For example, if a school raises \$10,000 then the Board may match up to \$10,000.
 - 1.6.3. Projects cannot start until school fundraised money is received by Board and good & services cannot be received until September 1.
 - 1.6.4. Schools may also use decentralized budgets for their portion of the project or a combination of fundraising and decentralized budgets. However, the Board will not match decentralized funds used.
- 1.7. Purchasing and expenses for all project shall be administered by the school division Business Department in consultation with the Facilities Department.
- 1.8. All project costs will be authorized by the Facilities manager.
- 1.9. In the event that a school ground structure is determined by the school division facilities staff to be unsafe, the Division may provide in advance, up to \$5000 of its contribution to allow for the purchase and installation of some school ground structure pending the completion of any fundraising efforts by the school.
- 1.10. School property development, when allocated for off-street parking is to be consistent with the long-range development of playgrounds and represent a safe condition for students.

June 2, 2020