

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 539-02
PROCEDURE:	PLAYGROUND EQUIPMENT & OUTDOOR SPACE ENHANCEMENT FUNDING		

BACKGROUND

The Division appreciates the fundraising efforts of School Community Councils (SCCs) and recognizes that the costs involved with the planning, installation and certification of playground equipment and outdoor spaces on school property can be significant.

The Division recognizes that the efforts of SCCs to generate funds for the planning and installation of playground equipment and outdoor spaces regularly involve, but are not limited to the following sources of revenue:

- Fundraising
- Individual contributions
- Corporate contributions
- Service Club contributions

The Division recognizes that upgrading and/or replacing existing infrastructure supports a safe environment and has significant benefits for the Division.

BOARD FUNDING & TIME FRAME

In order to support the fundraising efforts of SCCs, the Division will support the costs of the planning, installation and certification of playground equipment and outdoor spaces to support projects in progress or for future approved projects. **The end date for access to the funding from the Board is August 31, 2025.**

FUNDING GUIDELINES AND AMOUNTS

1. Funding Criteria

- 1.1. The Division will provide funds to a maximum of **\$37,500** per SCC to support the planning and installation of approved playground equipment and outdoor space enhancement projects.
- 1.2. Funding from the Board will be based on the dollar value of **fundraising and individual contributions** raised by the SCC for the replacement and/or upgrade of playground equipment and outdoor space enhancements with the Board providing funds on a ratio of 3:1 (or 75% Board and 25% SCC) until the maximum contribution by the Board per SCC is reached.

Funding Examples

A. Total Project Cost **\$50,000**

SCC Fundraising & Individual Contributions (25%)	\$12,500
Board Funding (75%) - maximum	<u>\$37,500 *</u>
Total	<u>\$50,000</u>

* The SCC will have utilized their maximum allotment

B. Total Project Cost **\$40,000**

SCC Fundraising & Individual Contributions (25%)	\$10,000
Board Funding (75%)	<u>\$30,000 *</u>
Total	<u>\$40,000</u>

* The SCC will have **\$7,500** (\$37,500 - \$30,000) available for an additional project

C. Total Project Cost **\$100,000**

SCC Fundraising & Individual Contributions	\$25,000
Board Funding maximum	\$37,500 *
Corporate or Service Club Contributions Required	<u>\$37,500</u>
Total	<u>\$100,000</u>

* The SCC will have utilized their maximum allotment

- 1.3. Corporate and/or Service Club contributions **will not** qualify for funding available from the Board.
- 1.4. The funding will be based on the actual cash funds raised by the SCCs that have been earmarked for the playground equipment or outdoor space enhancement projects.
- 1.5. Fundraising and individual contributions that have been raised for projects in progress will be recognized.
- 1.6. SCCs can reallocate existing general fundraising efforts to their playground and outdoor space enhancement projects with a motion or via proof of consensus in the SCC meeting minutes. The SCC minutes should be forwarded to the Chief Financial Officer via the School Principal.
- 1.7. Corporate contributions and service club contributions generated to support the project **will not** reduce the funding eligible from the Board (i.e. additional funds generated can be used to support the project or enhance the scope).
- 1.8. SCCs may utilize the funding for more than one project if the maximum allotment available to their SCC has not been fully utilized. It is recommended that SCCs utilize the funding for capital projects in excess of **\$5,000**.
- 1.9. Funding will not apply to any projects previously completed.

FINANCIAL REPORTING

2. School Community Council Revenue and Expenses

- 2.1. All School Community Council revenue and expense records are maintained by the Division.
- 2.2. Fundraising revenue and expenses related to playground equipment and outdoor space enhancement projects will be segregated to allow for financial reporting for the SCCs with reports available from the Division Office.
- 2.3. Funds from the Board will be allocated to the SCC to proceed with the commitment to purchase once the funds required for the project budget have been raised.
- 2.4. The Division will work with the SCCs for projects requiring deposits on an individual project basis.

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