



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

FORM 700
BOARD FUNDING APPLICATION REQUEST
to
School Operations Committee

This form is intended to request the Board to consider contributing towards a project initiated by the school / school council to a maximum of \$25,000.

1. Project Description																						
School Name																						
Program or Functional Need	<i>What program or functional need (playstructure, greening, yard development...)</i>																					
Location	<i>What areas will benefit from the project? (kindergarten, junior or senior yard...)</i>																					
Description	<i>What is the scope of the project?</i> <i>Need help? http://www.ocdsb.ca/par/sc/Pages/SchoolCouncilTrainingDay.aspx</i>																					
Justification	<i>Provide details.</i>																					
Completion Date	<i>What is the anticipated completion date? (typically implemented over summer months – review flow chart)</i>																					
Site Status	<i>List existing equipment or infrastructure that is currently in place and space available.</i>																					
Financial	<i>What is the project budget? How will it be funded? How much will each party contribute? What funding has been achieved to date (status)?</i>																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Contributor</th> <th style="width: 20%;">Contribution</th> <th style="width: 50%;">Funding Status</th> </tr> </thead> <tbody> <tr> <td>School</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td>School Council</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td>City of Ottawa</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td>Board*</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td>Total Project Budget</td> <td style="text-align: center;">\$</td> <td></td> </tr> </tbody> </table>	Contributor	Contribution	Funding Status	School	\$		School Council	\$		City of Ottawa	\$		Board*	\$		Other	\$		Total Project Budget	\$	
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Total Project Budget	\$																					

Community and Resources	<i>What are the particular challenges the school is facing in term of needs, geographical location, resources, school council participation, community involvement, fundraising capacity?</i>		
	<i>Have you completed similar projects and / or received any grants or funds within the last five years?</i>		
Position	Name	Signature	Date
Principal			
School Council			

2. Superintendent

Comments / Recommendations:

Position	Name	Signature	Date

3. Design & Construction Services

Comments / Recommendations:

Position	Name	Signature	Date
Project Officer			
Supervisor			

4. School Operations Committee

Comments / Recommendations / Ranking:

Board Funding* Approved: \$

Position	Name	Signature	Date

Completed and approved project request form is to be sent to Facilities for implementation.