



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>	
Contributor	Contribution	Funding Status
School	\$	
School Council	\$	
City of Ottawa	\$	
Board*	\$	
Other	\$	
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.