



# Grand Erie District School Board

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Growing Excellence...

Inspiring Success

## MEMORANDUM

**TO: Elementary and Secondary Administrators**

**FROM: Tom Oldham, Manager of Facility Services**

**DATE: October 22, 2018**

**RE: Community Partnership Incentive Plan (CPIP)**

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I am pleased to announce the Community Partnership Incentive Plan for the fifteenth consecutive year.

This fund will be used to match money raised by schools from outside sources such as donations and/or school fundraising activities for qualifying buildings and grounds projects to a maximum of \$10,000 per school.

The proposed projects must meet the normal qualifications for work that is undertaken by the annual Facility Renewal Grant budget process. The installation of creative playground equipment, swings, climbing equipment, etc. is not funded through Facility Renewal budgets therefore money raised for playground equipment will not be eligible for CPIP matching funds. However, other outside work such as basketball standards, backboards and nets, baseball backstops and field upgrades will be eligible.

To qualify for consideration, school principals must submit applications using the forms provided to the appropriate Facility Services Maintenance Supervisor by **November 30, 2018**. Due to the retirement of Maintenance Supervisor Louis Szobota, a **revised school list and corresponding Supervisor has been provided**. Completed applications should be forwarded to either **Mike McGlenister or Scott Bailey as per this attached list**. The application must include a description of the project, the overall project budget, and the amount of community funds the school is planning to put toward the project.

Facility Services will estimate project costs, perform building code compliance review, ensure regulations are not jeopardized and will prepare all related purchase orders.

Facility Services will review all properly completed applications received by the deadline and will grant final approval to qualifying projects within the confines of the program. All applicants will receive notice of the decision by March 1, 2019 or when final approval has been granted by the Board. Schools that have not previously received CPIP funding will be given a higher priority than schools which have benefited from the program in the last seven years.

If you have any questions regarding this initiative, please contact Facility Services.

*Attachments:*  
*CPIP Application Form CPIP*  
*Program Criteria*



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## Community Partnership Incentive Plan 2018-2019 Program Criteria

1. All CPIP projects shall fit into the category of either:
  - a) Projects for which the Ministry of Education does not provide funding, for example, playground equipment
  - b) Projects which are upgrades to that which the Ministry of Education funds. For example, upgrade to hardwood floor from vinyl composition tile (VCT).
2. Limits of Matching Funds – Schools may submit proposals for more than one project, but matched project funding contributions from GEDSB will not exceed \$10,000.00 per school. Each proposal must be on a separate application form;
3. Board Policy – All Community Partnerships will follow the criteria established in Grand Erie DSB Policy SO4 - Advertising and Material Distribution in Schools, and any other applicable board policies or procedures;
  1. F3 Capital Related Fundraising and Community Donations
  2. F105 Capital Related Fundraising and Community Donations
  3. F107 Purchasing Procedures; and
  4. SO4 Advertising and Material Distribution in Schools Policy
  5. SO8 Community Partnerships
4. Facility Guidelines – All projects must comply with the requirements under Grand Erie DSB Buildings and Grounds guidelines (obtain from Facility Services if required);
5. Comparative Bid Thresholds – All projects with components exceeding comparative bid thresholds as outlined in F107 Purchasing Procedures may require input and approval of Purchasing Services Supervisor;
6. Assurance of Donations – Community Partners and/or Sponsors must supply an assurance their pledges will be honoured and submit a payment schedule prior to approval of any project. Projects will not be undertaken until all applicable community funds have been received by the board;
7. In Kind Donations, Canada Revenue Agency and Charitable Receipts – CRA Regulations govern the type of gifts that are eligible for charitable donation receipts. There are two types of In-Kind donations: tangible and intangible and each must be considered separately:
  - a) Tangible Donations – items such as lumber, trees, bookshelves, etc. must be evaluated in writing by an independent 3<sup>rd</sup> party; to qualify for inclusion in the CPIP project, the evaluation must be submitted with the application. Charitable donation receipts will only be provided for qualifying donations.
  - b) Intangible (Labour) Donations – Partners or sponsors wishing to donate “**qualified**” labour are required to perform the labour, invoice the board and may then voluntarily donate part or all of the proceeds back to the Board. Discounted labour is not an in-kind donation and does not fit the CPIP guidelines;
8. Acknowledgement and Recognition – Partners/Sponsors will receive recognition through various means, which may include a sign, a press release and/or media event, publicity events, school newsletters, etc. Acknowledgement and recognition may be one- time only, permanent, temporary or ongoing depending on the scope of the community involvement/contribution and the type of project;
9. Agreements – Partners/sponsors may be required to enter into a partnership agreement with GEDSB;
10. Progress Reports – Schools will provide their community partners/sponsors with project progress reports including financial cost of project materials, etc., at appropriate intervals;
11. Approval of Projects – All proposed projects **must** be approved by Facility Services
12. Denial of Projects – Matching funds will **not** be approved for projects begun in advance of approval, for projects failing to meet the requirements of or failing to operate within the confines of the CPIP program.