

AP 544 – Elementary School Playground Upgrades

Background

This administrative procedure provides guidelines and procedures for the processing and approval of applications from elementary schools or their Parents' Advisory Councils, for capital funding of playground installations and equipment located on District property.

The District will accept and review applications for shared funding of playground improvements on school property from the elementary schools or from school parent groups. Approval is not automatic or uniform.

Procedures

Applications must be submitted to the attention of the Secretary Treasurer prior to December 1 of each year in order to be considered for implementation in the following calendar year.

1. School PAC's may initiate fundraising drives to support new playgrounds. They must obtain the approval of the school's Administrator to initiate a project, and the Administrator must approve all fundraising plans and the equipment chosen.
2. The Administrator will contact the Secretary Treasurer's office in order to notify the District of their interest in applying for the District grant portion of the shared funding for new or upgraded playground equipment and review the financial aspects of the proposal.
3. The Administrator will meet with the Facilities Department and (where applicable) Municipal staff to review the logistical aspects of the proposal. The process for review and approval of all applications will include the following:
 - 3.1 The review process will take into account the geographic distribution of playground facilities, the condition of the current equipment, applications from other school groups, available funding and the District's degree of confidence that the applicant's portion of the funding is available or committed.
 - 3.2 The application review process will seek to ascertain all available background information. District staff will work with the Administrator and PAC so that they can develop an effective project proposal. The proposal is to include:

- 3.2.1 Support from the Administrator,
 - 3.2.2 An assessment of current equipment condition,
 - 3.2.3 A detailed outline of the proposed project,
 - 3.2.4 A project budget with revenues,
 - 3.2.5 Funding sources,
 - 3.2.6 Project time frame, and
 - 3.2.7 A drawing or plan.
 - 3.3 Funding will be provided based on need and priority.
 - 3.4 Funding will not exceed thirty-three percent (33%) of the total playground project budget, nor will more than ten thousand (\$10,000) be provided for any given project (five thousand dollars (\$5,000) grant plus up to a maximum of five thousand (\$5,000) in labour and/or materials from Facilities Department to support the completion of the project.) If unclaimed in a given fiscal year, the District grant may be carried forward to the following year. The number of projects approved under the District's shared funding arrangement within a single fiscal year will be dependent upon the number of District grants available as of December 1 of that year. This funding is not automatic, and the amount approved for an individual application may vary from the full grant of \$10,000 to a portion of this amount, or none at all.
 - 3.5 All new equipment must meet current CSA standards and must be approved by our Facilities Department and reviewed by our insurance company as required. The District will assume the responsibility for ongoing maintenance and any liabilities that may arise.
4. An Administrator with the required funding resources to proceed, and therefore not applying for the District grant, must still notify the Secretary Treasurer's office of the desire to proceed and meet with the Facilities Department to review the logistical aspects of the proposal and to ensure proper safety codes are met and that detailed planning and installation take place.
 5. The District Facilities Department must participate in the design process and co-ordinate all projects.
 6. All applications will require District approval to proceed.
 7. Upon approval, equipment will be purchased through the District once all funding assurances are in place.