



MEMO

To: Elementary and Secondary Administrators & Sr. Administration
From: Tom Krukowski, Division Manager of Maintenance, Energy and Capital
Cc: Domenic Maniccia, Manager Facility Services
Date: October 19, 2020
Re: **Community Partnership Incentive Plan (CPIP)**

The *Community Partnership Incentive Plan* 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. 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, the following list of project categories will qualify:

- Building upgrades - replace flooring, ceilings, millwork and major paint works
- Replace Window coverings – roller blinds
- Upgraded Mechanical - heating, ventilation
- Electrical upgrades – primary & secondary panels, updating light fixtures
- Doors/windows & hardware replacements
- Site works - asphalt, concrete, fencing, drainage
- Security & communications replacement
- Major plumbing/fixtures replacement
- Replacement of basketball systems, soccer posts or field or landscape improvements

To qualify for consideration, school principals must submit applications using the forms provided to the appropriate Facility Services Maintenance Supervisor by **November 30, 2020**. Completed applications should be forwarded to either **Mike McGlenister, Scott Bailey or Andrew Urquhart as per this attached list**. The application must include a description of the project, the approximate overall project budget, and the amount of community funds the school is planning to put toward the project. School Greening projects must be accompanied with a drawing from a Landscape Architect showing the site and alterations being proposed. Your Facility Supervisor will be able to assist in providing you with information as needed.

Facility Services will review all properly completed applications received by the deadline communicated and will recommend a list of qualifying projects to the Board of Trustees for approval in February 2021. 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.

Attachment: Supervisor List, CPIP Application Form, CPIP Program Criteria