**This Form (Appendix V) is the school Board of Management’s official request to the**

**CEIST Board of Directors for approval to:**

* **Part A**-Apply for Capital Funding from the Department of Education or any other agency.

**Formal approval must be received in advance of any application being submitted.**

* **Part B**-Embark on any extension, improvement, or replacement of the school building.

**Formal approval must be received in advance of any such project commencing.**

* **Part B**-Purchase any Equipment or Fixtures & Fittings.

**Formal approval must be received in advance of any such purchase**.

**Please Note:**

* **Failure to secure Trustee approval in advance of embarking on any of the above may put Department of Education Funding at risk and could result in the Board of Management being in breach of Article 27(a) of the Articles of Management of Catholic Secondary Schools.**
* **By Completing this application, the Board of Management undertakes to inform the Trustees of the outcome of all approved applications for funding by completing and submitting the remainder of this Appendix V (Section B) having received funding, sourced three tenders and prior to proceeding with any works.**
* **The Board further commits to submitting the CEIST Capital Project Update Report, as required, on the progress of all capital projects.**
* **This form must be signed by the Chairperson of the Board of Management AND the Principal as Secretary to the Board.**

***Please complete Section A only if seeking permission to apply for funding from the DoE or any other outside agency. Section B should only be completed after DoE Funding is secured and Tender details are known.***

***Complete Section B if applying for permission to proceed with any capital expenditure.***

**Part A**

**The Board of Management of :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(School Name)**

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**Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Roll No:**

hereby requests Trustee permission to apply for Funding e.g., SWS, EWS, Additional Accommodation Grants.

Please state agency to which application is being made: (DoE, Dept. of Sport, CLÁR, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please state grant being applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Works to be undertaken:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated cost of project: €** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would this funding cover 100% of the cost: Y or N.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If no, where would remainder of funding come from?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairperson, Board of Management Principal, Secretary to Board of Management**

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|  |  | 20 |

**Date: Date:**

|  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Reference Number |  |  |  |

**Part B:**

**The Board of Management of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(School Name)**

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**Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Roll No:**

|  |  |  |
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| Hereby requests Trustee permission to:  | * + 1. undertake Building\Structural works.
		2. purchase ICT Equipment.
		3. purchase Furniture\Fittings.
		4. purchase other Capital Equipment.
		5. undertake other Capital Works.
 |  |

**Outline nature of purchase/works:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Tenders: (All figures exclusive of Vat)**
	+ Under €5,000-1 Verbal\Written Quote.
	+ Between €5,000 and €50,000-3 Written Tenders from interested and competent contractors, requested by e-mail
	+ Above €50,000-Published on e-tender.

|  |
| --- |
| € |

**Estimated Costs:**

|  |
| --- |
| € |

We enclose copies of three tenders secured:

|  |
| --- |
| € |

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| --- |
| € |

We recommend acceptance of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the following reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We propose to defray these expenses by the following means:**

**DoE Funding-** €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Funds** - €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other (*Please specify*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fund-raising**- €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nature of Fund Raising to be undertaken**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signed**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairperson, Board of Management Principal, Secretary to Board of Management**

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**Date: Date:**

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Check list - Please complete before submitting to CEIST

|  |  |  |
| --- | --- | --- |
|  | Yes | Confirmed by CEIST office |
| Name and roll number of school clearly identified |  |  |
| Section A completed in full (for Grant Applications) |  |  |
| Section B completed in full (for Capital Expenditure) |  |  |
| Specifics of works identified |  |  |
| Details of three tenders supplied where appropriate |  |  |
| Signed by Chairperson and Secretary to Board of Management |  |  |