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## Financial Assistance Scheme Guidelines

### Introduction:

The FAS enables Boards of Trustees to undertake property related capital works, modernisation and capital maintenance projects on a shared funding basis with the Catholic Schools' Office (CSO). Boards and Principals should also read the Policy on Fundraising.

### Background:

CSO reserves a portion of Policy One funding for the FAS. The scheme assists Boards of Trustees to advance capital works, capital maintenance or modernisation projects which would otherwise be solely the Proprietor's responsibility. The total amount provided for the FAS scheme is at the discretion of the Proprietor and is reviewed annually.

### Definitions of Projects Eligible for Assistance

- The projects must be within SPG code entitlement for a comparable State school.
- The projects must meet Policy One criteria.

Applications must be made under one of the following definitions:

1. **Modernisation**

This is work that either removes deficiencies relative to current accommodation codes or those that upgrade or remodel existing accommodation that is outdated or obsolete.

2. **Capital Maintenance**

This is work that is the Proprietor's responsibility to fund (over \$5,000), but is of a low priority.

3. **Environmental Projects**

The criteria has now been extended to include projects with an environmental and educational benefit, eg Energy Efficiency; Storage and re-use of rainwater

### Projects which are not eligible Assistance will not be available for:

- maintenance which is a Board of Trustees' responsibility
- any work which could not be integrated
- any work which is not the Proprietor's obligation to fund from Policy One funding e.g. over code areas and swimming pools

The Board must liaise with CISO prior to application to clarify project eligibility – please use the Pre-Approval Form to present your project outline. Find Fundraising and Financial Assistance documents on the CDH website at [cdh.org.nz](http://cdh.org.nz)

## Fundraised portion of the Cost

In the interests of equity, the Diocesan Schools Council has approved the following contribution formula, based on school roll:

| Roll    | School Input | CISO Subsidy Up to |
|---------|--------------|--------------------|
| <100    | \$1.00       | \$4.00             |
| 100-400 | \$1.00       | \$3.00             |
| >400    | \$1.00       | \$2.00             |

Fundraising must be held in a fundraising account in the Proprietor's name. Schools should transfer fundraising to the Proprietor. The full amount of the fundraised portion must be held in the Proprietor's account prior to the project commencing. Each school's fundraising is accounted for separately in the school's name and statements are available on request.

Funds raised can include funding from:

- Locally raised funds and donations
- Voluntary labour and materials ("sweat equity")
- Trust Monies or Lotteries Grants - which **must** be applied for in the name of "*School - RC Bishop of Hamilton*" and paid in to the Proprietor's Fundraising account, held by CSO. Refer to the Policy on Fundraising for guidance on how to make grant applications correctly.

## CISO Subsidy Cap

The total contribution made by the Catholic Integrated Schools' Office to any one project will be to a **maximum of \$40,000 excluding GST**. The subsidy is recorded against the school's Policy One balance.

The amount of financial assistance approved in the original application will remain the approved amount. Over-runs and extras will not be subsidised.

## How do I make an application?

1. Check your project has the Proprietor's approval first, before you begin fundraising - Complete the Pre-Approval Fundraising Form. Talk to Vicki Fabling if you have questions about eligibility.
2. Begin Fundraising - Transfer Funds raised into the Proprietor's fundraising account. (02 0342 0050008 11, Reference: *Fundraising* ) Read the CISO Fundraising Policy for guidance.
3. Complete the FAS Subsidy Application and submit it to Vicki at [vickif@cdh.org.nz](mailto:vickif@cdh.org.nz).
4. Once approval of a subsidy under the FAS is received and there are sufficient funds available for the total cost, engage the contractor. Typically, the Board of Trustees will oversee the project. For large or complex projects, CISO may appoint a Project Manager.
5. Invoices must be in the name "*School - RC Bishop of Hamilton*" and sent to Lee Jaques [Leej@cdh.org.nz](mailto:Leej@cdh.org.nz) and will be paid for with your Fundraising and the FAS Subsidy.