

Essential Property Maintenance Package PRE-APPROVAL OF ELIGIBLE PROJECT APPLICATION

Please include all required signatures and documents with this application form.

Name of Proprietor:		
Proprietor contact number:		Proprietor Email:
School name & MoE No.:		EPMP Funding available:
What category is the project?		
Priority One	Tick <input type="checkbox"/>	Priority Two
Health and Safety		Essential Infrastructure
		Priority Three
		Quality Learning Environments
Provide description of project, how fits priority category and why top priority:		
Age of school: is this applicable to area that is new or rebuilt after 2014? Yes <input type="checkbox"/> No <input type="checkbox"/>		
School viability: is the school at risk of closing, merging, or relocating within 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Estimated cost of project (Excl GST): \$		
Indicate if proprietor funds required to top up EPMP funding? Yes Tick <input type="checkbox"/> Amount: \$		
Indicate if the project can be delivered within 24 month timeframe from funding release?		
Yes	Tick <input type="checkbox"/>	No
		Tick <input type="checkbox"/>
Comments if No:		

Documentation included:		
Estimate of project costs	Include scope and estimate for work to be undertaken	Estimate included Tick <input type="checkbox"/>
Estimate of project timeframe	Include estimate for timeframe of work to be undertaken	Estimate included Tick <input type="checkbox"/>
If end of life replacement or minor SPG increase please provide evidence still within SPG (if applicable).	Indicate still within SPG (if applicable).	Evidence included Tick <input type="checkbox"/>

Declaration:		
School Board acceptance of proposed project Or attached signed memo	Signed by Principal and Presiding Member of School Board	Name:
		Signed:
		Date:
		Name:
		Signed:
		Date:
Declaration:		
Overall signoff by Proprietor <i>Signed attestation by Proprietor that:</i> <ul style="list-style-type: none"> • <i>this project is the highest priority as set out in the EPMP guidelines</i> • <i>they commit to meeting proposed timeframe (within their control)</i> 	Signed by Proprietor or Proprietor's Agent	Name:
		Signed:
		Date:
		Name:
	Signed by Proprietor or Proprietor's Agent	Signed:
		Date:
		Name:
		Date:

FOR OFFICIAL USE ONLY: PROJECT ELIGIBILITY APPROVAL

PROJECT ID:	Date received:	
Documents	Notes	Y/N
Project scope fits priority category?		
Estimates received and reviewed?		
Can the project meet timeframe?		
Scan and save documents in school file		
APPROVAL TO PROCEED TO FUNDING RELEASE PROCESS	Name: Signed: Date:	