



Department: Finance
Section: Departments of Finance and Operations

1. Applications for cost-sharing funds will be submitted on the approved form to the Director of Finance by May 15th of each year. (Appendix A)
2. Applications must provide a complete description and rationale for the project as well as a full costing including all labour, material, shipping and net tax.
3. Cost-sharing will be a maximum of 50% of total project cost and applications should indicate whether or not the project will be dependent on the level of cost-sharing provided.
4. The amount of cost-sharing provided to individual projects will be dependent on the funds available and the number of applications received.
5. Cost-sharing will not be approved to match funds already provided to schools by the School Board.
6. Applications may be evaluated by School Board Programs and/or Operations staff on the basis of the value to the school program and/or the school facility.
7. Final approval of applications will be made by the Regional Leadership Team.
8. All projects should normally be completed by fiscal year end. Special permission of the Regional Leadership Team is required to carry funds forward.
9. All items acquired through this program must become the property of the Annapolis Valley Regional School Board.

Monitoring

- The Director of Finance is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.