

St. Rose School CIP Request Guidelines

Capital Improvement Projects are defined as infrastructure improvements projects, technology and equipment additions or replacements which are not part of the school's operating budget. Such projects are not assumed in the school's annual operating budget since these costs are not truly related to the school's *everyday* anticipated expenses.

Most projects will be expensive in nature and will be categorized as new projects or replacement/maintenance related.

In preparing CIP requests, it is important to seriously consider the 10-year nature of the plan and identify predictable expenditures in the out years in order to plan effectively. Recognizing the future needs of the school and making efforts to maintain existing equipment is essential to the school's success.

Why the need for this process? The school has never formally identified projects in this manner; this new process offers the opportunity to provide transparency and acts as an effective planning tool. Because of the current state of the school, there are many "projects" that need to be completed; however, due to costs, not all projects can be done at once. This new format provides a realistic approach to forecasting current and future needs of the school and allocating available resources.

How will projects be funded? Since these projects are not included in the school's operating budget, these projects will be primarily funded by donations and fundraisers. The school already has an existing St. Rose Fund for restricted donations such as; Student Financial Aid, Teacher Development, Art and Music, etc. In these cases, those are "restricted" donations and cannot be used for other purposes unless directly related to the specified donation purpose area. The CIP project funding will rely on other funds that are not already identified as restricted unless those restricted funds directly relate to a specific CIP.

Request Template

For all Capital Improvement Projects, a formal proposal must be submitted to the school Principal. The request form will be available electronically online. Staff, teachers, students and parents may submit requests using the template. CIP requests should be submitted once per year, during the month of April.

Evaluation Criteria

The school Principal, with technical guidance from the school's Finance Committee, will use the following criteria in evaluating CIP project requests. Each project identified as a priority will be included in the master CIP list. It is important to note that as other higher priority projects arise (some unexpectedly) this may result in deferring an existing approved project to a later year.

- Does it complete an existing project?
- Is it mandated by the diocese, state or other entity?
- Is there significant outside funding (donations) already identified for the project?
- Is it necessary to address a significant public health or safety concern that cannot be deferred?
- Is it necessary to adequately maintain existing facilities, infrastructure or equipment?
- Will it result in significant cost savings in the future?
- Does it enhance the functionality and/or aesthetics of the school?