



## Generic Request for Expressions of Interest

Those organizations/agencies on the Approved Partner List interested in submitting a proposal for a specific Waterloo Catholic District School Board site are required to complete and submit this application.

### **SCHOOL / SITE:**

#### **Contact Info**

Name of organization:

Address:

Contact Name:

Position:

Phone Number:

Fax Number:

Email address:

#### **Concept**

Description of the proposal (e.g. type of program, to whom you're providing this program, program philosophy, discipline philosophy, special events, etc.):

Outline any past experience with similar projects with particular regard to projects in a school setting:

Outline any potential benefits to the Waterloo Catholic District School Board:

Hours of Operation (check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Before School        | <input type="checkbox"/> During school hours | <input type="checkbox"/> After School (before 6pm) |
| <input type="checkbox"/> Evenings (after 6pm) | <input type="checkbox"/> Weekdays            | <input type="checkbox"/> Weekends                  |
| <input type="checkbox"/> Christmas break      | <input type="checkbox"/> Summer              | <input type="checkbox"/> Statutory holidays        |

**Space Requirements**

Ideal date for commencement of the partnership:

Estimated duration of the partnership:

Size of space required:

Space Type (classroom, offices, etc.):

Is dedicated space required?

- Yes     No, shared space is acceptable     Some dedicated space and shared space required

Exterior space required?

Parking requirements:

## **Coordination & Communication Strategies**

Please outline your coordination and communication strategies as they pertain to the following.

School Board:

Principal:

Teachers (if applicable):

Parents (if applicable):

## **Financial Resources**

Proposed staffing complement:

Preliminary start up capital budget:

Preliminary Operating Budget (first three years):

Funding source(s):

Any known capital improvement requirements:

Please explain the measures that will be undertaken to ensure the safety of students and staff at the school:

Please attach your most recent Annual Report & Financial Statement.

Signature: Date:

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act s. [171. \(1\)](#), 183, 194, 196 and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer WCDSB Facility Partnerships. Questions regarding the collection of this information should be directed to the Senior Manager of Capital Planning at the Catholic Education Centre, 519-578-3677 ext 2355