***NOTE: TO BE SUBMITTED ON A SCHOOL LETTERHEAD & SIGNED BY THE SCHOOL COUNCIL PRESIDENT***

Date

To Whom it May Concern

**School Name - School Funded Project**

**Project description, maximum cost (incl GST)**

**School Council Declaration**

The school council has read, understood and acknowledges its responsibilities for school-funded facilities and works as detailed in the *School-funded Capital Projects policy* and the reports and submissions prepared on its behalf by the Project Manager and Principal Design Consultant (where applicable).

The school council understands that:

1. If a facility is excluded from the school’s area allocation assessment, the facility will not be eligible for any funding from the Department. Any costs incurred in relation to the facility will be borne by the school.
2. If a facility is included in the school’s area allocation assessment, the facility will receive funding in line with the Department’s standard funding framework. These facilities may affect a school’s eligibility for relocatable buildings or additional Department-funded facilities.
3. It is expected that decisions made in relation to the treatment of facilities for area allocation and funding purposes that are documented in approved project proposal will not be changed over the remaining life of the asset.
4. Schools are not to use equity funding or retain Student Resource Package (SRP) maintenance funding for the purpose of school-funded capital projects. Schools must use this funding against the school’s enrolled student population and facilities within their area allocation.

The school council wishes for the specified facility to be excluded / included (delete as appropriate) from its area allocation assessment.

**School Council President’s name**

School Council President